Mentor Meeting Details

Setup Meeting - Minute

Meeting Date: 19 February 2024

Meeting Time: 11:45 AM to 12:25 PM

Meeting Location: Online over Microsoft Team

Attendees: Jis Thomas, Kavya Boban, Kevin David, Kedar Lamichhane, Mehdi Hussain

Agendas and discussions made:

- Team introduction and discussions of everyone's skills.
- Setting up meeting schedule: Every Monday from 2:30 pm onwards (this can be modified slightly based on everyone's availability.)
- Select a key person to communicate with Mentor: Kedar Lamichhane as he was sending the emails to the mentors and sponsors before
- Decide to send the meeting minutes after every meeting by each team member.
- Decide to send the email to the sponsors immediately after the meeting for the first meeting about the project requirements.

Next Meeting:

The next meeting is scheduled for 26th February at 11:45 pm online.

Key Points:

- Deadline for proposal submission by 1st March, around 10 days to complete.
- Literature review on how current scholars are taking on mental health care and rehabilitation.
- Use research skills to develop a literature review, which is more important in academic sponsored projects.

Next Steps:

- Email sponsors with the time for the first meeting.
- Do research on AR/ VR software

Prepared by:

Kedar Lamichhane

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Meeting - Minute

<mark>Meeting Date: 26 February 2024</mark>

Meeting Time: 11:45 AM to 12:16 PM

Meeting Location: Online over Microsoft Team

Attendees: Jis Thomas, Kavya Boban, Kevin David, Kedar Lamichhane, Mehdi Hussain

Agendas and discussions made:

- Discussion about project proposal and project activities/
- Review on the project proposal draft.
- Feedback for meeting minutes.

Next Meeting:

The next meeting is scheduled after the submission of the project proposal.

Key Points:

- Deadline for proposal submission by 1st March.
- Plan for meeting with Ravi and Ram at the earliest and get an insight on the deliverables and phases of the project.
- Make appropriate changes to the project proposal draft.
- Make sure to get a clear answer to the following questions from the sponsor.

1. Will this game only try to find the critical hotspot or is the task to send the assistance for help?
2. What are the key deliverables?
3. What will be the phases of the project until the final week?
4. Is literature review, analysis, and coding the deliverables or is there much more?

Next Steps:

- Email sponsors with the time for the next meeting.
- Submit the project proposal with all the changes that are suggested.
- Submit the project proposal before the deadline.

Prepared by:

Kavya Boban

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Meeting - Minute

Meeting Date: 20th March 2024

Meeting Time: 11.30 pm - 12.00 pm

Meeting Location: Online over Microsoft Team

Attendees: Kavya Boban, Kedar Lamichhane, Mehdi Hussain

Agendas and discussions made:

- project plan
- current project progress
- Setting up a meeting with the draft poster, presentation, and the final document

Next Meeting:

After two weeks preferably on the 8th of April 2024

Key Points:

- Prepare a progress report and include the parts that were missing in the project proposal.
- More literature reviews.
- How to Create a Good Poster.
- Questions that need to be discussed with the sponsor regarding the deliverables.

Next Steps:

- Get lab Access at the earliest and start with the coding.
- Prepare a project progress report and send it before the next meeting.
- Prepare a draft poster and final document for discussion during the next meeting.

Prepared by:

Kavya Boban

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Meeting - Minute

<mark>Meeting Date: 8th April 2024:</mark> <mark style="background-color:red">meeting was canceled</mark>

Meeting Time: 11.45 - 12.15 pm

Meeting Location: Online over Microsoft Team

Attendees: Jis Thomas, Kavya Boban, Kevin David, Kedar Lamichhane, Mehdi Hussain

Agendas and discussions made:

Discuss the project progress, Draft poster, and final report.

Next Meeting:

Key Points:

Next Steps:

Prepared by:

Kavya Boban

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Meeting - Minute

<mark>**Meeting Date: 19th April 2024**</mark>

Meeting Time: 4.00 - 4.30 (it was extended to over 1 hr)

Meeting Location: Online over Microsoft Team

Attendees: Jis Thomas, Kavya Boban, Kevin David, Kedar Lamichhane, Mehdi Hussain

Agendas and discussions made: Project progress, demonstration of the project so far, Presentation

Next Meeting: After the presentation, on the 29th of April

Key Points:

- Demonstrated project completed so far in Unity.
- Discussed our meeting with our Sponsors on the same day and terms negotiated.
- Additions are to be made to the project after the meeting with the sponsor.
- Work on presentation slides
- Points to consider for presentation.
- Peer evaluation.
- Final report draft preparation.

Next Steps:

- preparation of presentation slides.
- Final report
- Poster making.

Prepared by: JIS JOJET THOMAS

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<mark style="background-color: red">**Sponsor Meeting Details**</mark>

First Meeting - Minute

<mark style="background-color: yellow">**Meeting Date:** 19 February 2024</mark>

Meeting Time: 2:30 PM to 3:00 PM

Meeting Location: Online over Microsoft Team

Attendees: Jis Thomas, Kavya Boban, Kevin David, Kedar Lamichhane, Mehdi Hussain (stayed for 15 minutes), Ram Subramanian (Project Sponsor)

Agendas and discussions made:

Team introduction:

- Project requirement discussion: Developing a VR simulation that helps with the disaster management.
- A real-time Virtual Reality interface where 4 drones are placed arbitrarily, and the job of the control drone is to find out the locations and their video feeds.
- IDE for the project will be Microsoft Unity.
- Discussion about the out-scope: no actual drone controls are used, just the VR simulation.

- Introduction to the new member from the Sponsor's side: Ravi Varman Selvakumaran, who will help us in every step of our project and will participate in every meeting onwards.

Next Meeting:

The next meeting is scheduled for 26th February at 2:30 pm online.

Key Points: Come up with the simulation development phases and options to discuss on how the project can be started.

Next Steps:

Do research on AR/ VR software.

Prepared by:

Kedar Lamichhane

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Meeting - Minute

Meeting Date: 26 February 2024

Meeting Time: 2:30 PM to 3:00 PM

Meeting Location: Online over Microsoft Team

Attendees: Jis Thomas, Kavya Boban, Kevin David, Kedar Lamichhane, Ram Subramanian (Project Sponsor), Ravi varman selvakumaran.

Agendas and discussions made:

- Understanding the project requirements
- Definition of disaster (what/how)
- Whether we need to deploy the management approach or not.
- What are the deliverables?
- What are the different phases of the project?

Next Meeting:

The next meeting is scheduled after the submission of the project proposal or after two weeks.

Key Points:

- Come up with the project scope and requirements and submit that before next meeting for the sponsors to review.
- Start off with the initial phase.
- Start with creating the plot.
- Do research on Unity and different projects done using Unity

Next Steps:

- Do research and start with the project's initial phase using Unity.

Prepared by:

Kavya Boban

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Meeting - Minute

==Meeting Date: 11th march 2024==

Meeting Time: 2023

Meeting Location: Online over Microsoft Team

Attendees: Jis Thomas, Kavya Boban, Kevin David, Kedar Lamichhane, Ravi varman selvakumaran.

Agendas and discussions made:

To understand the deliverables better.

Next Meeting:

Next Monday or friday according to Ram's availability

Key Points:

- Build a city preferably 3D considering that as will be an add-on to the deliverables
- Find the priority of what should be done first
- Break down the problem and deliverables step by step so that it will be easy to finish the task on time

Next Steps:

Start off with the initial part of building the city.

Schedule a meeting with Ram at his earliest available day.

Prepared by:

Kevin Joseph David

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Meeting - Minute

Meeting Date: Friday 22 March 2024

Meeting Time: 9:30 AM

Meeting Location: Online over Microsoft Team

Attendees: Jis Thomas, Kevin David, Kedar Lamichhane, Ram Subramanian (Project Sponsor)

Meeting Details: Third meeting with the sponsor with discussions about the

Next Meeting:

Key Points:

Next Steps:

Prepared by:

Meeting - Minute

Meeting Date: **19 April 2024**

Meeting Time: 2.30 - 3.00

Meeting Location: Online over Microsoft Team

Attendees: Jis Thomas, Kavya Boban, Kevin David, Kedar Lamichhane, Ram Subramanian (Project Sponsor), Ravi varman selvakumaran.

Agendas and discussions made: Demonstration of our project so far in Unity.

Key Points:

- Additions to be implemented to the project.

Next Steps:

- Implementation of communication channels and getting an output after the survivor count after the search.

Prepared by: JIS JOJET THOMAS

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