Client Meeting Minutes

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| **Meeting #:** | 2 |
| **Date:** | 30 August 2013 |
| **Location:** | Library 1G |
| **Start Time:** | 10:30am |
| **End Time:** | 11:30am |
| **Members Present:** | Joshua Stopper (JS)  Tran Xuong Tran (TXT)  Minh Duc Nguyen (MDN)  Daniel Corsaletti (DC)  Shengwei Li (SL)  **Client contact Philip Michael (PM)** |

**Agenda/Purpose**

1. Met PM for the first time and was able to finally get an understanding of what he required from the project
2. PM outlined that he is not after a program that will give a user a rating on how bad their tremor is, but a program that will outline the amplitude and frequency of a tremor, giving a visual representation of how it is. This way, after repeat uses, a user would be able to tell if they have improved or worsened
3. PM discussed what a tremor is and how he would use the software. The current methods used to identify movements and tremors are elaborate and expensive, this will make his job easier
4. When all members asked how to identify a tremor, PM said he will send us a link on dropbox with lots of scientific information about tremors
5. Agreement form wasn’t signed by PM as all the information hadn’t been filled in yet
6. The visual interface of the program was discussed
7. The next meeting was set up with PM

**Decisions**

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| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| PM will send a link on dropbox with information about hand tremors | 02/09/2013 | PM |  |
| Client Agreement Document must be complete and handed in soon. PM wants a form to sign, but requires all data to be filled in first | 02/09/2013 | JS |  |
| Requirements document can now be completed with all the information gathered from PM | 05/09/2013 | ALL |  |
| Once PM has sent out dropbox link, members must research information about tremors |  |  |  |

**Next Meeting**

The next meeting was scheduled on 12/09/2013 at 8:00am