Client Meeting Minutes

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| **Meeting #:** | 1 |
| **Date:** | 26 August 2013 |
| **Location:** | AS211 |
| **Start Time:** | 10:00am |
| **End Time:** | 10:30am |
| **Members Present:** | Joshua Stopper (JS)  Tran Xuong Tran (TXT)  Minh Duc Nguyen (MDN)  Daniel Corsaletti (DC)  Shengwei Li (SL)  **Client contact Mark Schier (MS)** |

**Agenda/Purpose**

1. Initial meeting with MS who is working as the point of contact between the surgeon who has requested the project and our team. MS gave us an indication of what he believed the surgeon (Phillip) wants and gave us some information about testing steadiness in hands
2. MS signed the client agreement and will also try get Phillip to sign as well
3. Upon concluding the client meeting, JS & DC gave the leap motion devices to SL & MDN

**Decisions**

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| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| MS will forward the client agreement information onto Phillip and from there we will be able to contact Phillip personally and get a proper understanding of how he wants the program to work. Phillip must be contacted as soon as possible so development can begin | 30/08/2013 | ALL |  |
| Requirements specification must now be created. Only an initial document can be completed at the moment as we are still yet to meet our proper client | 27/08/2013 | DC |  |
| MDN and SL to use Leap Motion devices and try some example programs | 30/08/2013 | MDN & SL |  |

**Next Meeting**

A meeting with Phillip must happen as soon as possible, hopefully before 30/08/13