Stationary Greeter Robot — Stakeholder Brief (1-page)

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# Problem & Opportunity

Reception areas often lack consistent, immediate engagement when staff are busy or helping another visitor. We need a compact, privacy-respecting device that greets visitors promptly, offers help, and can quickly hand off to a human.

# Solution Overview

A desktop greeter that detects approach (1–2 m), greets politely, optionally recognizes enrolled individuals by name (consent-based), and enables live handoff to a receptionist via a companion app with live view and push-to-talk. On-device perception ensures low latency and privacy.

# Scope & What’s Included (MVP)

* Approach detection (camera + ToF/mmWave presence) with low false triggers
* On-device person detection; optional consent-based recognition
* Audio I/O, status LEDs, optional small display; simple admin UI
* Companion app (BLE/Wi-Fi): live view, push-to-talk, enrollment, logs/export
* Local encrypted storage; offline-first operation

# Timeline & Budget (Indicative)

MVP delivery in ~5–7 weeks. Prototype BOM estimate: CAD ~$400–$1,000 (compute and display drive variance).

# Top Risks & Mitigations

* False triggers from passersby  presence + camera gating, ROI masks, hysteresis
* Backlighting/noise  HDR/auto-exposure; push-to-talk, noise suppression
* Privacy concerns  consent-first, signage, rapid deletion, local-only defaults
* Enterprise network constraints  BLE-only/offline modes, admin USB export

# Decision Points / Asks

* Confirm acceptance criteria and demo environment (lighting, desk placement).
* Approve consent signage template and retention policy language.
* Select compute tier (Pi 5 vs Jetson) and display option (none vs 7–10").
* Approve MVP budget range and 5–7 week timeline.