



2nd meeting with Client - 27 Oct 2022

Meeting information

Meeting time	9:25pm - 10:56pm (NZDT) ~ 3:25pm - 4:56pm (IST)
Meeting date	27 Oct 2022
Meeting topic / objectives	2nd meeting to discuss about the Project Proposal, requirements, research focus and other ideas
Method	Online meeting via Microsoft Teams

Members and roles

ID	Member	Role
1	Professor William Liu	Client
2	Tan Le Tran Ba	Host + Interviewer
3	Nhan Nguyen Cao	Secretary + Interviewer
4	Chuong Pham Dinh	Interviewer
5	Trang Ho Ngoc Thao	Secretary

Meeting actions

Action / Discussion	Person responsible	Note (if available)
Greetings	2	
Mentioning the purpose of the meeting	3	Focus on completing the Project Proposal

Action / Discussion	Person responsible	Note (if available)
Team asked Dr. Liu about the focus of the Research phase of the project	3, 1	Dr. Liu said that the research should focus first about the basis of acupuncture (definition, effects), then from the technical perspective, what are the applications of technology into the method
Dr. Liu explained more about the research phase	1	The research should be a systematic review, like: 1. What is acupuncture? 2. What are the effects? 3. Link acupuncture with computation ⇒ Finalize as a big report
CONCERN: Team asked about the final product as a Web service	2, 3	Team mentioned about the first thinking and from the first meeting, the final product should be a 3-D simulation
Dr. Liu redefined the purpose of the project	1	Dr. Liu mentioned that he aimed the project should be a deliverable report, which is a systematic review. He said that he would ask Mr. Petteri to see whether there could be fund for the project
Team asked for more details about what is expected in the final product?	3	
Dr. Liu explained the parts to cover in the final report	1	What is TCM? What are the affections and diseases of the field? How they could be applied to cure diseases and improve health?

Action / Discussion	Person responsible	Note (if available)
Team asked about what should be the steps to consider during the research of papers	3	Dr. Liu suggested reading about 100-200 papers, concentrating on: 1. How they do the research first? 2. The Database they used, whether it is available for free? 3. Collect own data (seems to be infeasible for 8 months and small project)
Team asked about the Project Proposal and misunderstanding in the requirements	1, 2	Dr. Liu asked the team to send the draft version of the Project Proposal document so he could give feedback on that, before this Sunday
Team asked about the frequency for meeting	4, 1	Dr. Liu said the 2 previous weeks were spent for a national-funded project. The best contact way: email Every 2 weeks is better for a meeting (in case of emergency, the team can ask for an urgent meeting or once every week) The meeting should be in noon time in NZ (or morning in VN), before 6pm NZDT is better
Dr. Liu provided more information about the contact	1	Team can send message via Teams, and if he does not reply in 24 hours, team can resend In case of emergency, team can call via Teams to ask him to read the message
Conclusion and Goodbye	2, 1	Dr. Liu said team could ask for further questions later on if available
Team members started a private meeting to discuss about the change in scope, approach of the project	2, 3, 4, 5	

Attendance report

Member	Joined	Leaved	In-meeting duration
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Member	Joined	Leaved	In-meeting duration
1	3:30:56 PM	3:58:47 PM	27m 50s
2	3:29:01 PM	4:56:19 PM	1h 27m 18s
3	3:29:11 PM	4:56:24 PM	1h 27m 13s
4	3:29:11 PM	4:56:24 PM	1h 27m 12s
5	3:31:30 PM	4:56:24 PM	1h 19m 51s