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|  | **Overview** | | | | | | | | |
| Title | |  | KTP1 project meeting No.5 | | | | | | |
| Purpose | |  | Update progress and approval for plan | | | | | | |
| Outcomes: | |  | 1. Agree on input data style for etee and JT/Flicfit 2. Confirm the time for shoe sole hardware 3. Agree on the gesture lists and collection style | | | | | | |
| Date: | | 9th April 2021 | | Start time: | |  | | 10:00 am | |
| Venue: | | Microsoft Team | | End time: | |  | | 11:00am | |
| Attendees | | Name | |  | | | Role / Representing | | |
| Ying Liu  Liucheng Guo  Dimitri Chikhladze  Francesca Perona  Ivan Tyukin | |  | | | KTP Associate  Company Director  Company Supervisor  Company R&D Officer  Acdemic Supervisor | | |
|  | **Agenda** | | | | | | | | |
| **Time & Duration** | | **Agenda Items** | | | **To be accomplished** | | | | **Person responsible** |
| 40 mins | | Update progress in last two weeks and discussion | | |  | | | | Ying Liu |
| 10 mins | | Confirm listed outcomes | | |  | | | | Ying Liu |
| 5 mins | | Debrief for the plan for 12th – 16th April | | |  | | | | Ying Liu |
|  | |  | | |  | | | |  |
| **Meeting Facilitator:** | | | | |  | | | | |

Notes: