

IVIN - Meeting Minutes

Meeting Subject: _____

Meeting Date: _____ Time: _____

Attendees:

Not Provided

Absentees:

None

Meeting Summary:

The client requested updates to the guidebot, including faster responses and nearby landmark suggestions. The team is building a location database with key features to enhance user navigation. Voice tone variations were discussed, along with a plan for language support in the first version.

Action Items:

No.	Owner	Task	Deadline
1	Person	Task	Deadline
2	Speaker 3	Finish the dataset, prepare sample questions, and coordinate with the client	Friday