**SURF Meeting Minutes**

**Time and Date:** 10am, Sep 6. 2021

**Venue: Online**

**Members:** Letian Xie (LX), Yue Li (YL), Ruizhe Kan (RK), Xingbo Wei (XW), Jiangyue Li (JL)

# Preparations

Meeting agenda:

* Brief explanation of FYP
* Future Plan
* Q & A

# Discussions

**@Online**

**What needs to be done at each stage of FYP**

**Reference**

**Time of returning home**

**Steam Facerig**

# Actions

1. Finding 3 related reference about questionnaire or VR
2. Preparing to write Project Specification
3. Trying to start development: debug the OCULS device, finding suitable resource which I will need for developing.

# Comments

**Time is not tight, but we should finish step by step steadily.**

# Next meeting

2021.9.13

## For approval

Yue Li

6 Sep 2021