**SAT301 FYP Meeting Minutes**

**Time and Date:** 2-3pm, Friday, 5 March 2021

**Venue:** SD457

**Members:** Wentao Wang (WW), Ruihong Su (RS), Dr Yue Li (YL)

# Preparations

* Prepared a presentation about project progress (WW, RS)

# Discussions

**Wentao**

* Whether to change a topic
  + Not to change a topic halfway (YL)
* Plans for the next stage
  + WW to list out the research question and existing method to use
  + WW to plan the study: state clearly the
    - independent variable
    - Dependent variable
    - Demographic (who are the users to do the study)
    - Measures (accuracy of X)
    - Language: Chinese
    - Product: Siri and Domestic (Xiaodu)
    - …
* WW to write a study plan in a document, send to YL whenever it is ready
* WW to send YL the interim report

**Ruihong**

* Data and equipment
  + Not sufficient support (RS)
* Topic status update (RS)
  + Previous supervisor – to do a survey project
  + Assessor – to have technical implementations
* Marking criteria (YL, RS, WW)
  + Specification and design (15%)
  + Implementation (60%)
  + Quality of report (25%)
  + <https://learningmall.xjtlu.edu.cn/mod/folder/view.php?id=53238>
* Possible ways to move forward (YL, RS)
  + To find existing dataset and do the implementation
  + To implement a structured survey with solid and rigorous methodology
  + To find aspects of current project for technical implement

# Actions

1. YL and WW to check the ethics for user study
2. WW to send YL the interim report and study plan
3. RS to decide how to carry on the project, update YL with supporting evidence (time plan, resources, etc.)
4. WW and RS to carefully check the materials on LM, such as marking criteria
5. WW and RS to decide whether to meet together or separately, and let YL knows

# Comments

# Next meeting

2-3pm, Friday, 12 March 2021

**V1.0**

Minutes taker: Yue Li

Date: 5 March 2021

## For approval

Yue Li

5 March 2021