**SAT406 FMP Meeting Minutes**

**Time and Date:** 3-4pm, Thursday, 1 July 2021

**Venue:** SD457 & Zhumu

**Members:** Ningning Xu (NX), Shiying Cai (SC), Jie Lin (JL), Jiayou Huang (JH), Dr Yue Li (YL)

# Preparations

* Prepared the meeting agenda (YL)
* Prepared the meeting minutes template (YL)

# Discussions

1. Email and WeChat communication
2. Meeting minutes and Weekly report
3. Reading (Literature review)
4. Project specification
   1. Write some paragraph(s) to explain your project based on your own understanding, including the background, aims and objectives, research question(s), research methods, experimental variables (dependent and independent) and potential implications. Bullet points will also do.
   2. Identify 1-3 potential conferences / journals that you aim to publish.
5. Project plan
   1. Prepare a research plan and explain to me how you are going to carry out the research, this will include more details regarding your technical development and experiment setup.
   2. Please include a Gantt chart to illustrate your research timeline.
6. Project management and other tools
   1. Trello
   2. GitHub
   3. Mendeley

# Actions

1. ALL: to set up a Trello project and invite YL (@imyueli)
2. ALL: to download Mendeley and start weekly reading and note-taking (at least 2 papers every week)
3. ALL: to prepare the project specification
4. ALL: to prepare the project plan
5. ALL: to book an appointment with YL once the project spec and plan are ready

# Comments

# Next meeting

TBC

**V1.0**

Minutes taker: Yue Li

Date: 1 July 2021

## For approval

Yue Li

1 July 2021

References

Li, Y., Ch’ng, E., Cai, S., & See, S. (2018). Multiuser Interaction with Hybrid VR and AR for Cultural Heritage Objects. *Digital Heritage 2018*. https://doi.org/10.1109/DigitalHeritage.2018.8810126