**SURF Meeting Minutes**

**Time and Date:** 10:10 – 10:20am, Monday, 11 October 2021

**Venue: Online**

**Members:** Yue Li (YL), Xingbo Wei (XW)

# Preparations

Draft of Specification.

VR FPS demo gaming.

# Discussions

**Xingbo**

* The structure of specification is fine, check the detail again by myself.
* YL think XW should focus on toolkit development not user study in this stage.
  + The toolkit should create questionnaires semi-automated, user can choose the different questionnaire style.
* ~~YL asked XW should set more control group.~~

# Actions

1. Modify the Gantt charts.
2. Developing the toolkit
   1. Trying to automate the construction of questionnaire (import a CSV and display the content in VR).
   2. Build various of background scene that user can choose.
3. Writing the skeleton of experimental plan.

# Comments

# Next meeting

9:30 – 10:30am, Monday, 18 Oct 2021

**V4.0**

Minutes taker: Xingbo Wei

Date: 11 October 2021

## For approval

Yue Li

11 October 2021