**Client meeting minutes**

Date: 7/6/2024

Time: 10:00am – 11:00am GMT+7

Location: Online – via Microsoft Teams

Scribe: Dang Khanh Toan Nguyen

Attendees: Dang Khanh Toan Nguyen, Cuong Nhat Nguyen, Dang Duc Anh Nguyen, Ha Huy Hoang Nguyen, Khang Minh Vuong

# **Minutes Details**

## **Agenda/Goals/Questions**

1. Documents alignment with client expectation
2. Recommendations on technology to be used for the solution

**Answers:**

1. Given the template there are few minor adjustment need to be made to match both client expectation and the documents original intention
2. Client provide some examples on algorithms to use like Object Detection, Object recognition, action regnitions. Client will also provide a sample data to be based on for designning the solution and requires the team to research over 3 weeks

**Work to do for next week(s):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Action** | **Who?** | **Due date** | **Completed?** |
| 1 | Prepare Project Plan | Group 4 | 14/6/2024 | No |
| 2 | Prepare SRS | Group 4 | 21/6/2024 | No |
| 3 | Dataset for analysis | Client | 7/6/2024 | Yes |
| 4 | Research the recommended algorithm | Group 4 | 21/6/2024 | No |