**Group Meeting Minutes**

Date: 19/07/2024

Time: 10:00pm – 11:00pm

Location: Online – Microsoft Teams

Scribe: Nguyen Cuong Nhat

Attendees:

* QAI client/mentor: Nguyen Vo Thanh Khang
* Team members: Nguyen Cuong Nhat, Vuong Khang Minh, Nguyen Dang Duc Anh, Nguyen Ha Huy Hoang, Nguyen Dang Khanh Toan

# **Minutes Details**

## **Agenda/Goals/Questions:**

1. Conducted end-to-end tests on sample video footage.
2. Fine-tuned models and compliance rules based on test results.
3. Started preparing initial draft of project report.
4. Collected feedback from team and mentor on test results.

**Answers:**

1. Successfully conducted end-to-end tests.
2. Made necessary adjustments to models and rules.
3. Initiated the project report draft.

## **Actions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Action | Who? | Due | Done |
| 1 | Finalize project report draft. | All | Week 12 | No |
| 2 | Prepare presentation for final project review. | All | Week 12 | No |
| 3 | Conduct final review meeting with mentor. | All | Week 12 | No |