**Group Meeting Minutes**

Date: 14/06/2024

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. Reviewed input and output data formats.
2. Discussed system architecture and data flow design.
3. Set up the development environment for the implementation phase.
4. Planned for data preprocessing pipeline implementation.

**Answers:**

1. Finalized data formats for input and output.
2. Agreed on the initial design of system architecture.
3. Confirmed the setup of development tools and libraries.

## **Actions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Action** | **Who?** | **Due** | **Done** |
| 1 | Complete design of system architecture and data flow. | Dev Team | Week 7 | No |
| 2 | Start implementation of data preprocessing pipeline. | Dev Team | Week 7 | No |
| 3 | Conduct initial tests on video frame extraction. | Dev Team | Week 7 | No |