Meeting Minutes 08/20/2025

Subject: Client Meeting 2

Project Name: Pose Estimation for Livestock

Facilitator: Elwood Prepared by: Raymond Mode: Online (Zoom)

Date: Wednesday, 20 August 2025

Time: 2:00 PM

Attendees: Project Team, Client

Absent: None

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| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | Finalized project scope | Confirmed with client | Project Team | None |
| 2 | What is in progress? | Clarified draft input/output examples | Document Examples | Project Team | None |
| 3 | What is working well? | Scope alignment achieved with client | Proceed with defined scope | Project Team | None |
| 4 | What needs improvement? | None | None | None | None |
| 5 | Reminders | None | None | None | None |
| 6 | What needs to be completed before the next meeting? | None | None | None | None |