**Subject:** Team Meeting 3

**Project Name:** Pose Estimation for Livestock

**Facilitator:** Elwood

**Prepared by:** Raymond

**Mode:** In-person (Tutorial)

**Date:** Wednesday, 20 August 2025

**Time:** 3:00 PM

**Attendees:** Project Team

**Absent:** Ulli

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | Finalized project scope | Proceed with scope | Project Team | None |
| 2 | What is in progress? | Allocated presentation work:  - Ulli: Intro  - Alice, Benjamin, Raymond: Scope  - Elwood, Tommy: Timeline  - Theo: Roles & I/O. | Draft slides by Saturday | Project Team | None |
| 3 | What is working well? | Clear role allocation for slides. | Follow allocation | Project Team | None |
| 4 | What needs improvement? | None | None | None | None |
| 5 | Reminders | - Mock presentation preparation  - Finish slides | Mock scheduled Monday 9:00 PM | Project Team | None |
| 6 | What needs to be completed before the next meeting? | Presentation Slides & Script | Mock scheduled Monday 9:00 PM | Project Team | None |