**Subject:** Team Meeting 6

**Project Name:** Pose Estimation for Livestock

**Facilitator:** Elwood

**Prepared by:** Raymond

**Mode:** Online (Discord)

**Date:** Monday, 01 Sep 2025

**Time:** 9:00 PM

**Attendees:** Project Team

**Absent:** None

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| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | Group demo presented, discussed dataset organization | Demo results shared, dataset structure reviewed | Project Team | None |
| 2 | What is in progress? | Assigning TODOs for code improvements (if feasible) | Define code responsibilities as next step | Dev Team | None |
| 3 | What is working well? | Team collaboration on demo testing; collected examples of good and bad images | Use these images for further testing and validation | Project Team | None |
| 4 | What needs improvement? | Dataset organization clarity + need clear folder structures | Standardize dataset organization | Data Team | None |
| 5 | Reminders | Start drafting report sections | Stick to assigned report parts | Project Team | None |
| 6 | What needs to be completed before the next meeting? | Report section assignments:  - Introduction + Reflections/Conclusions → Tommy  - System Specs & Architecture + Docs (GitHub & Report) → Elwood & Benjamin  - Discipline Knowledge & Tools → Alice  - Quality of Group Processes → Theo  - Feasible Plan & Risk Mitigation → Raymond | Drafts to be ready before next team check-in | Assigned Members | None |