**Subject:** Team Meeting 7

**Project Name:** Pose Estimation for Livestock

**Facilitator:** Elwood

**Prepared by:** Raymond

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

**Date:** Wednesday, 03 Sep 2025

**Time:** 3:00 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? | Assigned and specified report sections in detail, clarified unclear parts | Sections documented with responsible members | Project Team | None |
| 2 | What is in progress? | Confirmed structure of upcoming presentation | Team to align slides with structure | Project Team | None |
| 3 | What is working well? | Initial slides setup completed | Continue building slides collaboratively | Project Team | None |
| 4 | What needs improvement? | None | None | None | None |
| 5 | Reminders | Draft slides due by Saturday, mock presentation on Monday 9 PM | Stay on timeline | Project Team | None |
| 6 | What needs to be completed before the next meeting? | Complete assigned report sections, continue slide development | Assigned members | Project Team | None |