

Meeting Agenda (week 3)

Date Month Year, Duration

14/3/2021 13:30pm-16:30pm

Attendance:

Member	Attendance
Yuliang Ma	Yes
Jiawei Fan	Yes
Yuchen Wang	Yes
Xiaoxiang Kong	No
Yimin Xu	No

Tasks review (from last meeting):

1. Yuliang has documented the first version of audit 1 feedback based on what the tutors said during the tutorial. Team members have had a look at this document and got a basic understanding of what we should improve at the next stage of development.
2. We have also contacted our client again by email but has not got replied yet.
3. We have uploaded decision log, decision management and constraints document.

Main objectives:

1. Review on the project progress and look at other group's landing page and repository and make some improvements.
2. Decide a time schedule for our project. Although our client has told us about their company's schedule and goal, we need to consider our own project schedule and goal.
3. Think about how we are going to start the technical part of the project based on the technical requirement implied on the project introduction. This is due to the fact that we have not got reply from our client about the technical requirements about our project. We will confirm with our client or his senior engineer when we get in touch with them.

Review project progress

1. After reviewing multiple 3d print group landing page and repository, we found that our project lacked of some important project management document, though some of them have been enriched during the last week. Team charter is definitely one document we need to complete because we can specify some ground rules and norms so that our team can function better. One big obstacle we are facing now is two of our members are studying remotely and it is a bit hard for them to engage with the project. Some members did not attend the meeting a lot so that some other members need to do more work than they could have done.

2. We discuss several ways that we can improve our team work. We decided to modify our team charters and set some ground rules. The goal of doing this is to ensure that everyone in the team can contribute to the team.
3. Our SoW right now is a bit wordy, what we can do is learning from multiple 3d print group, categorising the contents into several sections to make it easier to read.
4. Additionally, as our SoW has been modified according to the tutor's feedback, we need to email our client our modified version of SoW and get it signed.

Time scheduling and technical part discussion:

1. Based on what we have discussed during the last meeting. We would like to deliver a working algorithm before the end of June. Therefore, we have to have a detail plan for the rest 7 weeks for the technical part of the project. Due to the fact that not all team members have much experience on ML and video processing. We decided to conduct a desktop research first to get everyone familiar with some technologies and algorithms that can be used in our project. After having some research, we found that there is no existing open-source algorithm that is doing the same thing as our project goal. There are only some similar algorithms which are also doing video filtering but giving labels. We are thinking to research into those algorithms and extract some ideas that can be used to complete our own algorithm.
2. We decided to finish the first-round desktop research before week 6. And from week 6, we will actually start on some technical coding. During the teaching break, we are planning to test some open-source algorithm to firstly categorise videos. After teaching break, we will consider ways to add label as the output, thought it needs time and effort and we are not that confident that we can achieve this goal. But we will try our best to at least deliver an algorithm that can be used to extract some important information from the video.

Task delegation:

Name	Task
Yuliang Ma	Modify SoW and team charter
Yuchen Wang	Modify SoW and team charter and contact our client
Jiawei Fan	Modify reflection and team SoW, draw a flow diagram of the decision making
Xiaoxiang Kong	Continue working on decision log
Yimin Xu	Reconsider the risk about the technical part of the project and finish risk management ASAP