

Meeting Agenda (week 6)

Date Month Year, Duration

7/4/2021 13:30pm-15:30pm

Attendance:

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

Tasks review (from last meeting):

1. Audit 2 many eyes process is on its way, we are able to see some valuable comments from audit tutorial and techlauncher portal. The team has further explored some technologies that can be used to extract objects from videos. The way we are going to label these objects will be discussed during this meeting.

Main objectives:

1. Review on the feedbacks.
2. Discuss the progress we have made so far and the future plan.

Feedback and actionable response

1. Presentation skills can be improved. Especially length and fluence. We need more practice and prepare for the next presentation.
2. Promising technical approaches need to be further discussed. We need to discuss about the technologies again.
3. Updated SoW has not been signed off. The client has signed the SoW. If further changes happen, we will update SoW and get it signed again.
4. There should be a method to track the progress. We should add a status report according to the timeline to the repo.
5. Lacking user stories and quality criteria/unclear user stories. We will consider adding user stories and quality criteria regarding both technical and non-technical aspects. This is due to the fact that we only have five members in our group and the workforce is not enough. But we will try to strike a balance between delivering a good product and documenting all the processes well.

6. Lacking clear risk management. Adding risk management in the repo
7. Documents have grammar mistakes. Correcting all grammar mistakes in the repo.
8. Not clear documentation about the communication with the client. We should add client conversation log in the repo.
9. Not clear about how every specific decision was made according to the documented decision process in the team charter. We should try document every specific decision-making process in detail.
10. Decision log is not detailed enough. The solution of this issue is the same as the one above.
11. Workload distribution is not clear. Adding worklog before audit 3.
12. Need to enhance client engagement. Continue to communicate with the client and try to get the contact of the deputy person of the client as mentioned before.
13. Elevator is not good enough. We need to do more research on the elevator pitch and deliver a better one next time.

Discuss current progress and future plan:

1. As suggested by our tutor, we need to consider the risk that we might not get source and direction from our client, we should refine the project scope by our own.
2. Currently we are able to extract the objects from the videos. However, we are not too sure how to process these objects and pass it into a neural network or something to do some classifications.
3. We are not too sure what the labels that our client actually wants. We have thought of some possible labels. For example, if we can extract car, house, grass, tree and other objects from the videos, how do we give them a label and what are the formats of the labels.
4. We think that labels can just be objects, our goal is to using some machine learning algorithm to extract objects from the videos and recognise those objects.
5. The labels can also be the combination of objects. For example, if there are students and a classroom in the video, the label might be education or high school.
6. Though we are not too sure what those labels are, we can start to look for some potential technologies that can be used to recognise objects.
7. Jiawei thinks that we have a potential risk of lacking sources, if we are not given labels. We may need to source the videos online and train the model. However, usually it needs a lot of videos to train the model so that the accuracy can be satisfactory.
8. We still need our client to clarify what are the most important labels he desires so that our project scope can be refined.
9. During the break, our team members will look for potential video resources and potential technologies.

Task delegation:

All these tasks are based on audit 2 framework mentioned above

Name	Task
Yuliang Ma	Object extracting/recognition, collect videos
Yuchen Wang	Contacting client, look for algorithm, collect videos
Jiawei Fan	Object extracting/recognition, collect videos
Xiaoxiang Kong	Continue do work log and decision log
Yimin Xu	Continue correcting grammar errors