

Meeting Agenda (week 4)

Date Month Year, Duration

20/3/2021 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. Decision log and work log have been built up based on what the team has completed each week.
2. Time schedule for the project is made up and every team member has been familiarised what need to be done at each development stage of our project.
3. Discuss technical aspects of the project.
4. Prepare the pitch and agenda for the next tutorial.

Main objectives:

1. This meeting is a regular meeting reviewing what has been done and decide what to do next. In this meeting, we will first review on all the documents and project management. Then we will go through the schedule and see what need to be done next. Finally, we will discuss the agenda for the next tutorial, probably will be related to audit 2 because audit 2 is soon.

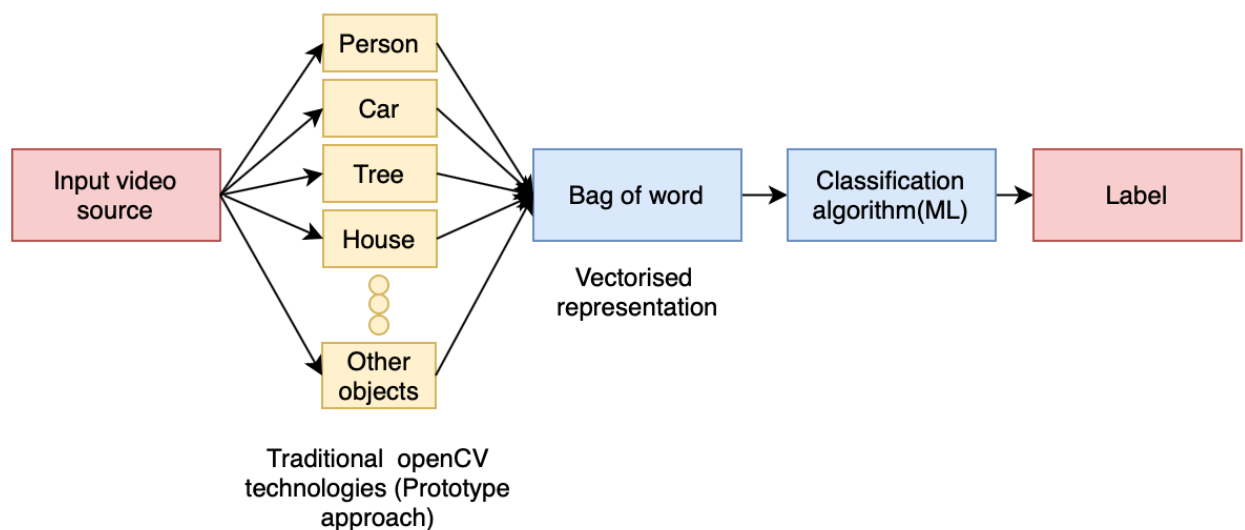
Review on documents

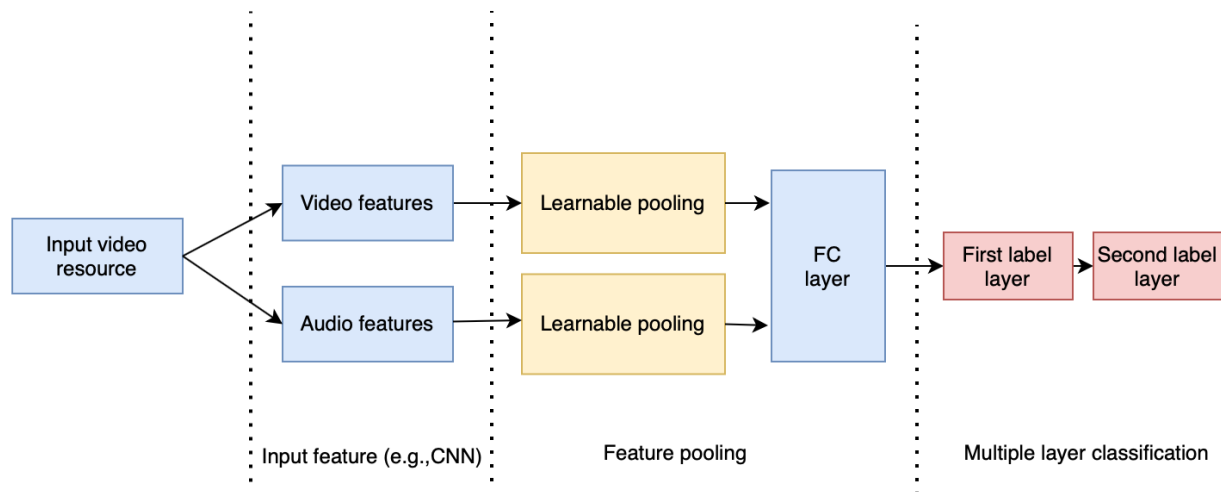
1. SoW has been done and modified and proofread, awaiting our client to sign for it.
2. All documents have been proofread by one team member and we will conduct second round inspection later in this semester.
3. A lot of intuitive diagrams have been added to the repository to show how we think about some specific problems instead of just using words to describe our thinking.
4. Risk management has been rewritten and is uploaded to repository.
5. Competitor analysis has been done for TikTok and WatchIt. This will be the final version of competitor analysis, because it will not influence our project deliverables later.

6. We have built up decision making and work log to record what we have decided and the reason why we did those decision, also the work log record the main deliverable we have done.
7. In team charter we have documented how we make a decision and the ground rules we follow to make those decisions.
8. We think we delegate tasks clearly but not everyone is at the same page; we are trying our best to discuss this with all team members.

Discuss technical aspects of the projects:

1. Due to the fact that our client is not responding, we have to move on.
2. Jiawei, Yuliang and Yuchen have conducted some desktop research on how we can finish this project. Teams have found different ways, one is using OpenCV library to extract objects from the videos and the other is to use deep learning technologies to automatically extract information.
3. The OpenCV method is relatively easy but it is slow and not efficient. The deep learning method is much more complicated but it is more efficient.
4. Due to the time limitation, we think we should firstly explore the OpenCV method to deliver our project goal, we should also ask our client about this when we have next meeting.
5. While discussing, Jiawei has made up flow diagrams of two algorithms based on what we discussed.





Basically, we want to use OpenCV to extract objects from the videos and vectorize these objects, making it possible for the later process. Several vectors representing the objects in the videos will be used to classify videos into different categories.

The second deep learning method we still need to explore more. It is based on an existing video processing algorithm developed by Alibaba. We will explore more on this algorithm if we have time.

Prepare for the next tutorial:

1. We will talk about the progress of our project and tell tim that we have a big obstacle that we can not get in touch with our client.
2. What we have done for the technical part of our project but may not be that detail because we are not prepared.
3. Ask what need to be included in audit 2.

Task delegation:

Name	Task
Yuliang Ma	Working on traditional OpenCV method
Yuchen Wang	Have some research on CNN
Jiawei Fan	Working on traditional OpenCV method
Xiaoxiang Kong	Continue working on decision log
Yimin Xu	Not attend, still working on risk management