

# Meeting Agenda (week 3)

## Date Month Year, Duration

9/3/2021, 40min

## Attendance and task delegation:

Yuliang Ma	Held meeting with the client face to face, and Recorded the meeting content for other remote members.
Jiawei Fan	
Yuchen Wang	
Kai	Our client
Xiaoxiang Kong	Listened the recording after the meeting and summarized the content.
Yimin Xu	

## Tasks review (from last meeting):

1. Get the client's information(including personal and the company), commercial background.
2. Grasp the requirement of our Client and users, and determine the working content of our project.
3. Decide meeting time and deliverable schedule if possible.

## Main objectives:

- 1.

## Points of discussion:

1. Client's requirement, the content, the scope, and the supposed outcome of our project.
2. Core competitiveness and profit model of the product.
3. The main component we team needs to concentrate on is the algorithm based on machine learning.
4. The definition of labels that our project is going to focus on is still pending, our client will give us later.
5. Main difference between Cinefly and other competing companies(like Tok-tok).
6. Stakeholders: client, product manager, customers, advertisement providers, end users.
7. Keep each stage's deliverables clear.
8. Regarding the algorithm, we need to do some research in advance. Meanwhile, our client thought he would also provide some typical ones for us.

**Critical decision made:**

1. Our main task is to develop an algorithm that can automatically label the users' videos so that the Cinefly app can construct a story for each video and earn money by that.
2. The implementation method of that algorithm is based on both our own research and the sample from our client.
3. We also need to investigate other competitors and understand the difference between Cinefly and them so that we can optimize our product to realize diversified competition.