# Meeting Agenda (week 1)

## Date Month Year, Duration

26/2/2021 14:30pm-15:00pm

## Attendance:

| Member | Attendance |
|---|---|
| Yuliang Ma | Yes |
| Jiawei Fan | Yes |
| Yuchen Wang | Yes |
| Xiaoxiang Kong | Yes |
| Yimin Xu | Yes |

## Tasks review (from last meeting):

1. This is the first meeting of our group.

## Main objectives:

1. Decide the tutorial time based on each member's schedule and time zone.

2. Familiarise with the project and assign a role to a team member to contact with client.

3. Think of what to write in the first email with client.

## Tutorial slot:

1. Based on everyone's schedule, only several slots are suitable for everyone, we probably need to select Wednesday 8am-10am. Xiaoxiang and Yimin might be highly impacted because of the time zone.

## Ice breaking:

1. Everyone introduces their educational backgrounds and the reason that they want to choose this project. It seems that not everyone is very familiar with the project and we as a team need to explore the project and do some research.

2. Each team member gives a short introduction to the group, following is the introduction.

   Xiaoxiang Kong, majors in master of computing and has adequate experience in programming with Java, Python, html and css. Mainly focuses on Machine Learning, Computer Vision and relevant fields. Looks forward to completing the challenge in Cinefly Project.

Yimin Xu, majors in bachelor of Software Engineering, and has experience in Programming with java，python，html and css. have participated in web development projects before and hope to learn from cinefly project and work hard to complete the challenge.

Yuchen Wang majors in master of computing, he has experience in java and python programming, android development, he has participated in one android app development project. Also he has learnt some courses about computer vision and natural language process, hoping to increase some related project experience.

Jiawei Fan, majoring in computing, has experience in programming in java, python and developing android applications. He is doing machine learning specialisation and wants to apply and learn relative knowledges when doing this project.

Yuliang Ma, majoring in computer science, specializes in machine learning, computer vision and natural language processing, proficient in python, java programming language, and has a certain understanding of database and project management theory. He loves the Internet multimedia industry and hopes to learn new knowledge through this project and make achievements in this field in the future.

# Assign roles:

1. Due to the fact that we have not contacted with our client and we are not very familiar with the project by just looking through the project introduction in the Techlauncher official website, we decide not to assign role at this stage. When we get replies from kai and know what the project outcome is (also project requirement, client expectation, the company structure, and etc), we will assign the role again. Following is the role assignment.

| Name | Email address | Role |
|---|---|---|
| Yuliang Ma | u6462980@anu.edu.au | Contact client |
| Yuchen Wang | u6928271@anu.edu.au | Spokesperson/Contact client |
| Jiawei Fan | u5922620@anu.edu.au | Spokesperson |
| Xiaoxiang Kong | u6828507@anu.edu.au | |
| Yimin Xu | u6534123@anu.edu.au | |

# Critical decision made:

1. Yuchen is the main person to contact client by emails.
2. Determined weekly meeting times: Tuesday 1:00pm(expect 2 hours).

# Task delegation:

| Name | Task |
|---|---|
| Yuliang Ma | Familiarise with the project |
| Yuchen Wang | Familiarise with the project/get contact information of the client |
| Jiawei Fan | Familiarise with the project |

| | |
|---|---|
| Xiaoxiang Kong | Familiarise with the project |
| Yimin Xu | Familiarise with the project |