Meeting Agenda (week 5)

Date Month Year, Duration

27/3/2021 13:30pm-16:30pm

Attendance:

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

Tasks review (from last meeting):

1. Each team member has contributed to the audit 2 preparation and in this meeting, we are going to combine all parts together as well as the slides.

Main objectives:

1. Combine each team member's part together as well as the slides.

2. Rehearsal audit 2 presentation.

Combine each part:

1. Instead of elaborating both traditional OpenCV method and deep learning method, we can focus more on the traditional way because that is most likely what we are going to deliver this semester,

2. The decision log flow diagram should be added to the slides.

3. The technical part is too technical, audiences may not be that interested in the technical background of our project, it is better for us to add in some demo to show our technical progress.

Rehearsal:

1. Everyone should try several more times to be proficient with their script.

2. Turn to next page should be more naturally.

3. Demo should be tested without stuck problems.

Task delegation:

All these tasks are based on audit 2 framework mentioned above

Name	Task
Yuliang Ma	Working on demo
Yuchen Wang	Modify PPT
Jiawei Fan	Modify PPT and add in flow diagrams
Xiaoxiang Kong	Proficient with script
Yimin Xu	Proficient with script