Meeting Agenda (break)

Date Month Year, Duration

12/4/2021 15:00pm-17:00pm

Attendance:

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

Tasks review (from last meeting):

1. We have found some potential technologies that can be used in our model, those will be discussed during this meeting.

2. Charles has contacted us and asked about the progress of our project. He said that we should update our meeting minutes and SOW after we meet with our clients. The email sent by Charles will be discussed by the team in this meeting.

Main objectives:

1. Discuss the potential technologies we have found.
2. Discuss Charles's email and decide what we should do.

Potential technologies

1. Mediapipe. This technology can be used to extract some important coordinates of a single object in the video. Then these coordinates be passed to the neural network and analysed what the object is according to the labels we indicate when training. There are pros and cons of this model. Pros: this model can almost do all object classification as long as there are enough training data. Therefore, if our client raised up some requirements about the labels, we could simply change the data fed into the training process and give them some new labels. Cons: this model is a bit complicated; our team member is not that confident to understand any minor aspects of this technology. Additionally, this technology only works well when there is only one object in the video. If there are several objects in the videos, some meaningless coordinates will be captured and therefore, fail to classify the objects.

2. We discuss about Mediapipe and think that we should include this technology in our project because almost it is flexible and easy to extend. If some new labels are expected, relative videos and the corresponding labels can be passed to training process and that is it.

3. Yolo. This technology can also be used to extract some important coordinates of the objects included in the videos. Additionally, it can be used to separate objects in the videos. Therefore, this technology can be used before mediapipe technology to firstly separate objects and then pass objects to mediapipe one by one. This model has some advantages, it runs very fast and does not need people to label the training videos.

4. Based on the research about the potential technologies, the team is divided into two groups. One group focuses on Yolo model and the other group focuses Mediapipe. Hopefully at the end they can be combine together to process the videos. Mediapipe is a must because it does the main function of extracting objects and recognising objects.

Discussion Charles's email and what we should do

1. Charles has sent us email asking about our progress. He says our SoW is a bit vague, he suggests us to break down the tasks more and give some detail descriptions about the classification tasks.
2. The team thinks that the reason we are unable to break down is that we are not given some requirements yet. We are not too sure what labels are and therefore we can just say we are going to extract objects from the videos.
3. If we get the specific requirements from our client, we will immediately update the SoW and make it more concrete.
4. We should push our client a bit because we have fallen behind. Although we have considered the risks that we will need refine our project goal by ourselves, it is better if our project goal is what the client expects from us. Therefore, Yuchen will continue contact our client and arrange the meeting.

Task delegation:

All these tasks are based on audit 2 framework mentioned above

Name	**Task**
Yuliang Ma	Mediapipe model
Yuchen Wang	Mediapipe model/contact client
Jiawei Fan	Mediapipe model
Xiaoxiang Kong	Yolo model/decision log and work log
Yimin Xu	Yolo model/correct grammar