

Meeting Agenda (week 4)

Date Month Year, Duration

17/3/2021 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. SoW has been modified and our tutor has given some feedback to our SoW.
2. Team charter has also been modified and according to the tutor's feedback we have made some further improvements.
3. Decision making flow diagram has been drawn and it is clear for everyone in the team that how a decision is made.
4. Decision log table has been built up and risk management document is uploaded.

Main objectives:

1. This meeting is basically looking at the feedback from audit 1 as a team to further improve our project management document because most of the feedback is commenting on the lack of project management documents.
2. Discuss the feedback give by the tutor from the tutorial.
3. Think of ways to improve our project to an average level and continue contact with our client and hopefully we can get reply from him.

Feedback from audit 1

1. We have some spelling and grammatical error in the document, to solve this, all documents need to be proofread to inspect the found errors.
2. The documents are too wordy and there are few diagrams showing our progress. We are going to streamline the text in the landing page and graphics will be added.

3. The content of the document overlaps with the introduction in the techlauncher. We are going to paraphrase and explore ways of introducing our project,
4. Risk management is not detailed enough. We should explain the risk management part in detail.
5. Project timeline is not detailed enough, we should Explain the project timeline part in detail.
6. Competitor analysis is not detailed enough, we should Explain the project deliverable part in detail.
7. The description of the final output of the project is not precise enough, we should clearly reflect the final goal: a python project that can input videos and classify them according to the given labels
8. Cannot see the process of our decision making. We should record reason and how the decisions are made by the team in the meeting minutes. We should include the record of decision making in the repository.
9. Not sure about the way of deciding, we should make decisions through communication and voting.
10. There are also some feedbacks according to the teamwork and communication, those will be recorded on the reflection directory.

Ways to improve our output:

1. Firstly, as we only have 5 teammates, if not enough teammates are working on the project, there will definitely be much work need to be done by other team members. We should actually do something based on the team charter.
2. Other than this obstacle, we have not got a second change to meet our client, we think what we can do is to continue email our client. If we still can not get reply from him on next week, we should contact our tutor and course convenor for help.
3. Clearly delegate tasks to each member to ensure that each document will be improved.

Task delegation:

Name	Task
Yuliang Ma	Proofread the SoW and team charter
Yuchen Wang	Modify SoW and team charter and contact our client
Jiawei Fan	Enrich meeting minutes and modify SoW
Xiaoxiang Kong	Modify decision log and work log and make them look nicer
Yimin Xu	Work on time schedule and clearly state what have been done and what have not