

# Meeting Agenda (week 6)

## Date Month Year, Duration

3/4/2021 13:30pm-15:30pm

## Attendance:

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

## Tasks review (from last meeting):

1. The last meeting is the preparation of the audit 2. We have completed audit 2 and got some feedback from our tutors and peers.

## Main objectives:

1. Discuss the feedback from our tutors and peers and came up with future plan.
2. Discuss the difficulties of interacting with the client.

## Feedback from tutors and peers (positive):

1. We got some positive feedbacks talking about improvement, we had improved a lot regarding our documentation and project management. We should keep on documenting anything that is useful during the project.
2. It is impressed to see that we have started on the technical part of the project.
3. Tutors suggested that we can only focus on only one part of the algorithm design because we can leave the deep learning part to the next semester. The team decide to listen to the tutor's idea and focus on the traditional algorithm design.
4. Although we are not too sure whether the traditional design meets the requirement of the client or not. We should keep on contacting our client.

## Feedback from tutors and peers (negative):

1. There is no structured plan about the output of our project. We think it is because we just decided that we should plan by our own to finish this project, with the condition that there is risk our client will not interact much with our project. But for sure, we need to carefully plan for the rest of this semester. Also, the tasks delegated to each person need to be clear, this can be

solved by writing a user story and decompose it into small pieces which can then be allocated to everyone. We will discuss it during the next meeting.

2. People from our shadow team still have difficulties with accessing our landing page and GitHub, we have tried using phones to connect, there is no problem. We will see if they still have difficulties.

## Discuss ways to contact client:

1. Our tutor Tim suggested us to continue contacting our client proactively. Yes, we will keep on contacting our client. But we are not too sure if it is polite to directly call him because in SoW, our client and we are committed to communicate through emails and zoom. Kai has put his phone number under his name in the email, we should ask tutor if it is ok if we call him on the daytime.
2. Our client kai did reply some emails but sometimes a bit late. We should email him maybe more often and give him time to respond.
3. If we have not contacted with our client before the end of next week, we should ask course convenor for help.
4. Yuchen thinks it is better if we don't call him because our client is a CEO of a company, directly calling him may disturb him and interrupt his work. He may have an important meeting when we call him.
5. Jiawei also thinks we should continue emailing our client instead of directly calling him. But Jiawei is also afraid that our client will get bored with lots of emails.
6. Yuliang thinks that emailing is inefficient and we should face to face meet with our client.
7. We decide to email our client again before the end of next week.

## Task delegation:

All these tasks are based on audit 2 framework mentioned above

Name	Task
Yuliang Ma	Working on object extracting
Yuchen Wang	Contacting client
Jiawei Fan	Collect suitable video/image sources
Xiaoxiang Kong	Work log and decision log
Yimin Xu	Correct grammar errors