Meeting Agenda (week 9)

Date Month Year, Duration

8/5/2021 15:00pm-17:00pm

Attendance:

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

Tasks review (from last meeting):

1. Showcase video is complete and submitted.

2. Meeting minutes have been updated.

3. Model has been trained and tested using videos from Cinefly, the result is satisfactory.

Main objectives:

1. Prepare for audit 3.

2. Code documentation and clean up.

Preparation for audit 3

1. There are five main aspects that need to be discussed, output, decision making, reflection, communication and teamwork. Everyone in the team should pick up one or two aspects and make up tables reflect the progress weekly.

2. The audit preparation should be around 10-15mins long and 15-20 page ppt should be prepared.

3. Same videos prepared for showcase video can be used in the audit.

4. We still want to follow three questions "why", "how" and "what" to present our progress during the last five weeks.

5. "Why" is easy and should be put in the front of the audit presentation. However, "how" should be a combination of reflection, decision making. "what" will be a mix of communication, teamwork and output.

6. The way we present should be like telling a story. Telling the audiences the journey we have taken, including, the obstacles we have met, how we step through the obstacles, how we

communication (with each other and with client) and cooperation with each other and a part of outputs talking about what we have done.

7. We discussed some problems that audiences might ask. For example, the packages and models we have used, everyone in the team has shared what they have done, and everyone is on the same page.

8. A user menu has been done to guide users how to use our code and what packages/libraries they need do install. People who read our repository carefully should be able to replicate our output step by step. The code is also extendable because of the modularity.

Code documentation:

1. There are some redundant codes existing, they are removed.

2. Some documentations have also be included to guide readers.

Task delegation:

Name	Task
Yuliang Ma	Code clean-up/output content
Yuchen Wang	Reflection/teamwork content
Jiawei Fan	Meeting minute/audit script
Xiaoxiang Kong	Decision making tables
Yimin Xu	Organise communication information