

Cinefly Audit 2 Presentation

By Jiawei Fan

Yuchen Wang

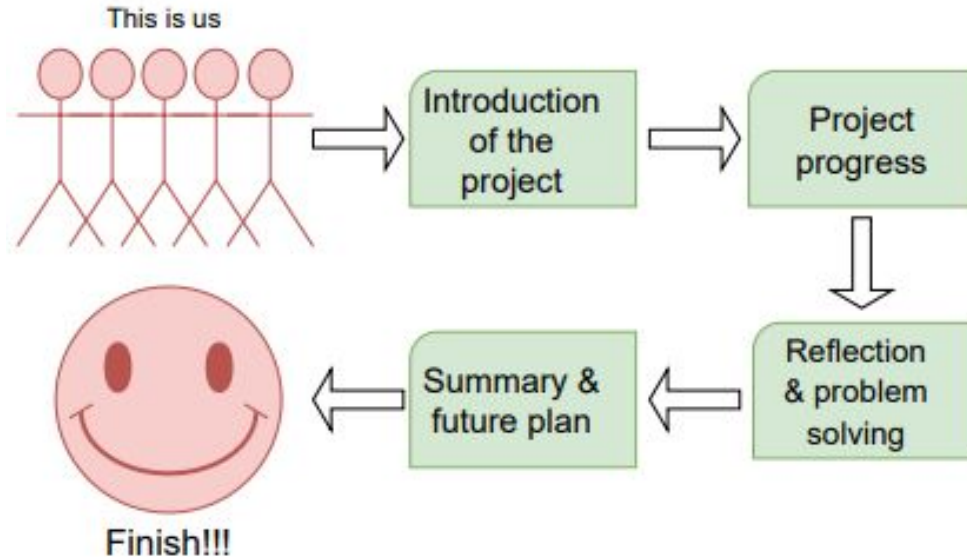
Yuliang Ma

Yimin Xu

Xiaoxiang Kong

Date: 31/3/2021

Presentation table of content



CIN=FLY

Create better stories

About our Client

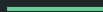
Introduction of Cinefly

1. Media-tech company
 2. Expecting to be an advanced patented storytelling and file platform.
 3. Sharing these videos to influence society, tackling global issues.
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About our Project

Project goal:

1. Developing a video classification algorithm.
2. The algorithm should be able to extract information from videos.



Team Member

Name	Skill
Jiawei Fan	Python, Machine learning algorithm, Java script, Database
Yuliang Ma	Machine learning algorithm, Database, Java Script, python
Yuchen Wang	Database, Java script, Machine learning algorithm, Python
Xiaoxiang Kong	Java, Database, Python, PPT
Yimin Xu	Java, Database, Python

Progress and achievements

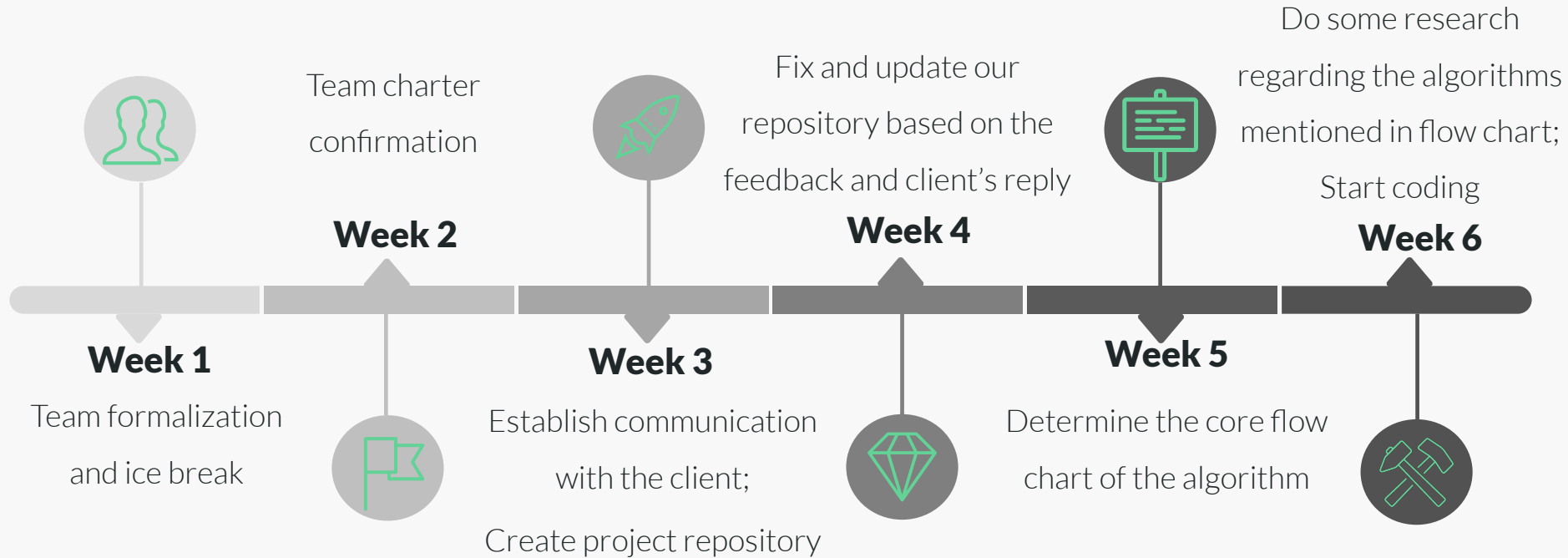
Overview (based on timeline)

Management

Technical aspect

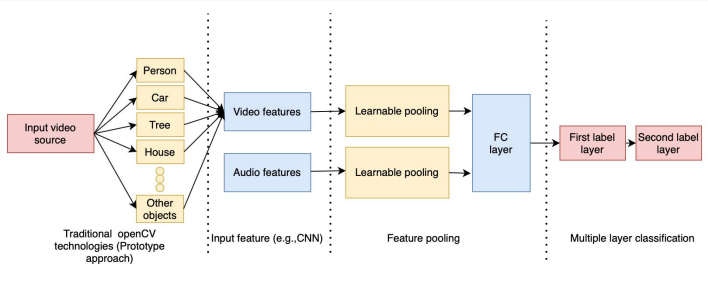


SCHEDULE TIMELINE



Primary Achievement

Week	
1	Team
2	Goal
3	Research
4	Obtain
5	Constructed flow chart and critical st
6	Do research; Design relative models



Name	Email	Role
Jiawei Fan	u5922620@anu.edu.au	Spokesman, developer, quality control, meeting minutes writer
Yuchen Wang	u6928271@anu.edu.au	Spokesman, developer, editor, harmonizer
Yuliang Ma	u6462980@anu.edu.au	Developer, planner, reflection writer, human Conscience
Xiaoxiang Kong	u6828507@anu.edu.au	Developer, checker, editor
Yimin Xu	u6534123@anu.edu.au	Developer, checker, editor

ation group

et research; Team charter

ory

02_Statement_Of_Work	Upload statement of work
03_Audit_File	Create Audit
04_Retrospective_Reflection	Delete Reflection 2 – Audit 1 Final Part.docx
05_Meeting_Minutes	Add files via upload
06_Decision_Making	Add a record about decision in February
07_Tools_Resource	Delete 1
08_Risk_Management_and_Quality_C...	Delete 1.md
09_Time_Schedule	Delete Time_Schedule
10_Tutorial_Agenda	Add files via upload
11_Our_Research	Delete 1
12_Work_Log	Fix the name of work log folder
README.md	Initial commit

All materials and screenshots are from our project repository: <https://github.com>

Project management progress

Progress:

1. Ground rules and norms
2. Before, the team does not function well, but now it is more organized.



Ground rules

1. Respect each other.
2. Minority obedience to majority.
3. Penalty on contribution if not participating in .



Meeting types

1. Internal meetings
2. Client meetings
3. Tutorial consultation meetings



Internal meetings

4.1 Internal meetings

Internal meetings are meetings where only team members participate, and all team members should be involved.

The time and frequency of the meeting is two or three times per week. The exact time of the meeting can be discussed through WeChat to ensure that at the meeting time every member is available.

There are two types of internal meetings:

(1) Task progress synchronization and planning for future work

This meeting's function is to check work progress based on the tasks assigned to each member. Then we can discuss about future plans.

(2) Reflection meetings

This meeting's function is to reflect our work for last week based on the tutors' and peers' feedback.

Client meetings

4.2 Client meetings↵

The client meetings are meetings between the team members and the client to communicate on project issues. It is scheduled to be held once a week, and the specific date is specified by the client.↵

Given that the team members are in different countries and time zones, the team will send 2-3 representatives to talk with the client in each meeting. The format is online via Zoom. After the meeting, we will upload the meeting minutes to the repository so that other members can go through the meeting minutes, and get an understanding of the meetings. ↵

Topics discussed at client meets include reporting the latest project progress to the client, listening to the client's latest opinions on project development, and reaching consensus with the client on key issues such as development resources and schedules.↵

Tutorial consultation meeting

4.3 Tutorial consultation meetings↵

Tutorial consultation meetings are regular meetings called by the organizers of the COMP8715 course to monitor the progress and quality of the project.↵

Reflection

- Output
- Decision making
- Teamwork
- Communication

Output

Topic	Feedbacks	Response and action items
Outputs	<ol style="list-style-type: none">1. Spelling and grammatical errors in the document2. Too many words, too few diagrams on the landing page3. The content of the document overlaps with the introduction of the techlauncher project4. Risk management is not detailed enough5. Project timeline is not detailed enough6. Project deliverable is not detailed enough7. Competitor analysis is not detailed enough8. The description of the final output of the project is not precise enough	<ol style="list-style-type: none">1. All documents need to be proofread to correct errors2. The text in the landing page should be streamlined and graphics should be added3. paraphrase the overlapping parts with the techlauncher project introduction of our documents4. Explain the risk management part in detail5. Explain the project timeline part in detail6. Explain the project deliverable part in detail7. Explain the project deliverable part in detail8. The document should clearly reflect the final goal: a python project that can input videos and classify them according to the given labels

Decision making

Decision making	<ol style="list-style-type: none">1. Cannot see the process of our decision making.2. Not sure about the way of deciding3. Ensure the client is aware of the crucial decisions made by the team.	<ol style="list-style-type: none">1. 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.2. Making decisions through communication and voting.3. The client is part of this decision, as he is the one who makes the final call.
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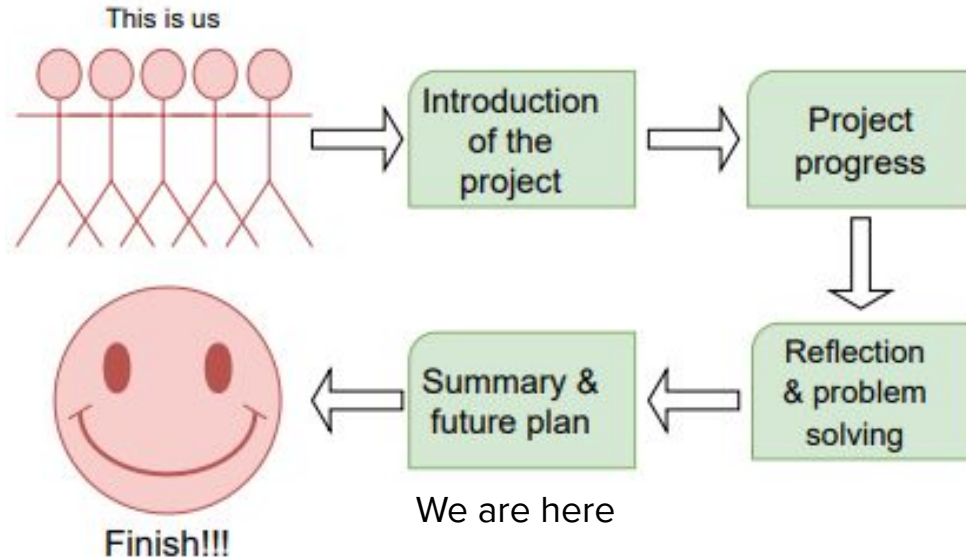
Teamwork

Teamwork	<ol style="list-style-type: none">1. There is no record of our teamwork.2. The tasks assigned to each team member are not clear.3. The team charter is unclear.	<ol style="list-style-type: none">1. Record each team member's function in the meeting minutes.2. Add work records for each team member in the repository.3. Set a weekly meeting time and meeting tool in the team charter. Add team roles in the team charter.
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Communication

Communication	<ol style="list-style-type: none">1. Although there has been communication with the client, it is not reflected in the document2. Communication with the client can only be done through email, sometimes the communication efficiency is low3. Insufficient communication with tutor	<ol style="list-style-type: none">1. The client meeting should be recorded in detail separately in the meeting minutes2. We should confirm with the client about the time of regular online meetings and seek tutor's help when necessary3. When encountering difficulties that are hard to solve, such as difficulty in communicating with the client, do not wait blindly but seek help from tutors in time. Make full use of the tutorial and report the progress of the project in time.
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Summary and future plan



What will we do next?

Start to code!!

Hope we can up to the deep learning algorithm development stage!



Thank you all for listening!
Feel free to ask any questions.