Meeting Agenda (week 3)

Date Month Year, Duration

11/8/2021 15:30pm-16:30pm

Attendance:

Member	Attendance
Yuliang Ma	Yes
Jiawei Fan	Yes
Yuchen Wang	Yes
Xiaoxiang Kong	Yes
Yixian Qiu	Yes
Jiaye Li	Yes

Main objectives:

1. Discuss the three NLP models/preferences
2. Audit tutorial reflection]
3. Things to do

NLP preferences:

1. We have looked into three different preferences; it is found that Google and AWS APIs are pretty expensive. But google has a trial duration, we may try it out. However, AWS api is not easy to use.
2. Both of the APIs of google and amazon they are online. We need to figure it out a way to call it in the console instead of browser, with the video inputs automatically transmitted to the model.
3. We have not got any replies from our client, we are afraid that the expenses of online APIs. This should be discussed with our client further.

Audit tutorial reflection:

1. It seems that we do not have a way to manage tasks. We should ask Andrea for further advice about how we can keep on track.
2. In terms of the privacy of users of those videos, we still need to consult our client about if extracting features from the videos is allowed or not.
3. The commitment about what we are going to deliver can be added to the SOW, because the commitment of our client has already been covered in SOW.

4. Decision making log seems to look like a work log, we should consider removing some admin decision making and add more necessary ones.

Things to do:

1. Continue to contact our client kai, we have not got the video resources yet. It can be a risk because we have decided to split the videos to smaller shot in the first release. If we do not get the video resources soon, we might be overtime or off track.
2. Start to look into three preferences of NLP models.

Task delegation:

Name	**Task**
Yuliang Ma	Research Google NLP api
Yuchen Wang	Research aws NLP api
Jiawei Fan	Research aws NLP api
Xiaoxiang Kong	Research Google NLP api
Jiaye Li	Prepare agenda and pitch
Tao Qu	Research NLP open sources
YiXian Qiu	Research NLP open sources