

Meeting Agenda (week 7)

Date Month Year, Duration

20/9/2021 15:30pm-16:30pm

Attendance:

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

Main objectives:

1. Discuss the feedback from our client about our outcome

Feedback from our client:

1. Our client has had a look at our extracted labels stored in the csv file, they want us to increase the accuracy of extracting transcripts.
2. They showed us the result of transcript they extracted using AWS, which is similar to the result we extracted.
3. Our team members are not too sure how to increase the accuracy of the extracted transcripts, because it is the result of a google API. There is not much we can do to increase the accuracy of it.
4. We decide to search online for the potential solution to this problem.

Task delegation:

Name	Task
Yuliang Ma	Still refine the model of extracting transcripts
Yuchen Wang	Search possible solutions
Jiawei Fan	Search possible solutions
Xiaoxiang Kong	Search possible solutions
Jiaye Li	Update decision log
Tao Qu	Update jira board
Yixian Qiu	Manually check the difference between transcripts from different technologies