Meeting Agenda (Mid-week 1)

Date Month Year, Duration

6/9/2021 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 audit 2.

2. Discuss further technical route.

Audit 2 feedback:

1. We received a lot of feedback saying that we currently have a solid project output, especially in terms of the technical part. We should keep on putting efforts to having solid project outputs following the technical route.

2. However, as we have paid too much attention on the technical part, we lost some concentration on the documentation of the journey of creation. What we have done, how we decide which technology to use and how we collaborate are all not reflected in the repository, which makes it hard for reviewers to comment on our progress.

3. Jira is not updated; we should use this tool/platform to track our project progress.

4. Project planning should be replanned for the rest of the semester.

5. Decision log should be updated, with the purpose to support future development being well documented.

6. Critical discussion and decisions should be documented.

7. Risk management and burndown chart are also recommended to be used. We will further discuss if we have time to implement these two.

8. We should also document the effectiveness of the interaction between our stakeholders and us. We should try ask client to attend for audit 3.

Further technical route

1. We have finished nearly half of the technical requirements for this semester. For the rest of the semester, we should follow the project plan and make sure we are on track.

2. It seems that our clients have some new requirements for us to do, we should decide if they are included in the original plan or not.

3. For extracting more useful labels, we have to search online for the training dataset. Technically, the better or larger the training dataset, the higher performance our model will achieve at the end. We can allocate each of us a certain type of labels to search.

4. After getting the training dataset, someone can train the model using the training dataset and get the results.

5. We should also allocate someone to further increase the accuracy of the transcript from the google speech to text.

Task delegation:

Name	Task
Yuliang Ma	Increase the accuracy of transcript
Yuchen Wang	Reflection part
Jiawei Fan	Search online for the labels for job
Xiaoxiang Kong	Finish decision log
Jiaye Li	Search online for the activity labels
Tao Qu	Update jira board
YiXian Qiu	Search online for the food labels