

Meeting Agenda (week 5)

Date Month Year, Duration

26/8/2021 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 urgent requirement raised up by our clients, we need to discuss the tasks delegation again during the meeting.
2. Discuss the audit 2 preparation.

Urgent requirement:

1. Our client has sent an email talking about the urgent requirement. He needs a csv file containing age, gender, transcript information contained in. Age and gender were covered in the last semester but needed someone to integrate into the project. Transcript info can be extracted using google speech to text service, but we need to process lots of videos. It is impossible for someone to manual run the code again and again. We need to write code to automatically process the videos.
2. Although automatically calling the code and processing multiple videos are tasks allocated in release 3, they have to be done now to meet the client's requirement.
3. Other than writing code to automatically process the videos, there needs to be someone getting all the video file's names and storing the file names in somewhere for further usage.
4. The client also asks about food, activity labels. We think these two activities are not possible to finish in a short period of time. The client replies that we can continuously report our progress on that.
5. The client also introduces two of his two colleagues/engineers to us, they will provide more details about what they want from us and we are going to cooperate with them.

Audit 2 preparation:

1. Audit 2 is a milestone for us to examine the values we have added to the project. We should focus on the value we will provide for our client and the reflection/change we have made.

Task delegation:

Name	Task
Yuliang Ma	Demo for audit 2
Yuchen Wang	Reflection part
Jiawei Fan	Decision making part
Xiaoxiang Kong	Finish decision log
Jiaye Li	Team work part
Tao Qu	Communication part
YiXian Qiu	Project progress part