

# Meeting Agenda (week 9)

## Date Month Year, Duration

4/10/2021 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. Check the progress of everyone
2. Prepare tutorial and audit 3

## Check the progress of everyone:

1. The showcase video is completed, we think the video in the front is a bit strange. But Jiaye said it would be very interesting and intuitive if adding in that video. We will listen to our tutor's opinion for further improvement.
2. The meeting minute and reflection have been updated. Some are pending to be finished. The deadline is the end of the week.
3. We have some new technical progress, which improves the accuracy of the whole model in a way. We have used a different CV technology to extract food information from the videos.

## Prepare audit 3:

1. We are looking forward to getting some hints on how we will structure the audit 3 presentation.
2. We will further check again the documents necessary for audit 3, making sure they are shown in the repository.

## Task delegation:

Name	Task
Yuliang Ma	Document handovers
Yuchen Wang	Prepare audit 3 presentation

Jiawei Fan	Document meeting minute, reflection part
Xiaoxiang Kong	Update decision log
Jiaye Li	Prepare audit 3 presentation and reflection
Tao Qu	Update jira board
Yixian Qiu	Write reflection