

# Meeting Agenda (week 8)

## Date Month Year, Duration

27/9/2021 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. Reflect on the two meetings with tutors and examiners and clients.

## Meeting with tutors and examiners:

1. We have basically solved the problem that caused by the misunderstand between our client and us. The problem is that our client has been misunderstanding us as trainees.
2. Our tutor and examiner have suggested us to evaluate the workload and change SoW if necessary, we will further discuss this with our client.
3. Everyone in the team has been updated with the things which have been discussed in the meeting.

## Meeting with clients:

1. The client has discussed with us about the technologies they have tried and we have tried. We have seen the potential bottleneck that the existing technology may not be able to improve the accuracy of extracting accuracy anymore.
2. They want us to continue explore the approaches to improving the accuracy of extracting transcripts.
3. We clarify with them that we are doing a project and we should follow a plan.
4. They understand our situation and will continue to negotiate with us.

## Task delegation:

Name	Task
Yuliang Ma	Explore new technologies
Yuchen Wang	Prepare resources for showcase video
Jiawei Fan	Document meeting minute, reflection
Xiaoxiang Kong	Explore new technologies
Jiaye Li	Prepare resources for showcase video
Tao Qu	Update jira board
Yixian Qiu	Write reflection