

2024.10.16 Formal Meeting for Ethic

Outline:

Before Online Meeting:

- 1.1. Preliminary Checklist
- 1.2. Full Checklist
 - 1.2.1. Application Form
 - 1.2.2. Participants' Information Sheet
 - 1.2.3. Participants' Consent Form

1. Main Points:

- 1.1. Supervisor explains project
- 1.2. Q & A
 - 1.2.1. About Ethic Form:
 - 1.2.2. About Project:
 - 1.2.3. What do we need to learn


2. Action Points:

3. Date, time, place, Chair, and Secretary of the next meeting

3.1. Formal:

4. Other

- 4.1. Preliminary Checklist Shared links
- 4.2. 10.21 Preliminary Submission
- 4.3. Full Checklist Shared links
- 4.4. Participant Information Sheet
- 4.5. 10.28 Full Submission

- **Time:** 2024.10.16 15:00 – 16:00 (Maximum Time)
- **Location:** 3F – Group Study Room 17 (Library)
- **Links:** Online meeting links--  [Join conversation](#)

- **Chairperson:** Zihan Zhou

- **Secretary:** Zixin Ding
- **Attendance:** Qian Zhang (Supervisor), Zhihao Cao, Changhao Huang, Peini She, Zixin Ding, Zihan Zhou, Jinghao Liu
- **Apologies of Absentee:** None

Outline:

1. Before meeting (You can skip it)
2. Opening of the meeting
3. Project interpretation
4. Q&A
5. Assign tasks

Before Online Meeting:

1.1. Preliminary Checklist

☒ Change name to TEAM202407.PreliminaryChecklist

☒ Understand what is Personal Data

https://moodle.nottingham.ac.uk/pluginfile.php/10866508/mod_label/intro/Personal_Data_Guidance.pdf

1.2. Full Checklist

1.2.1. Application Form

- ☐ Modify the parts that need to be modified (e.g. insert name) in the Participant Consent Form and Participant Information Form in both Chinese and English. If you do not submit, an additional plan should be given

Application Advice

A. Application Form: Section 1

	Yes	No
1.10: I have read the University of Nottingham Ningbo Code of Research Conduct and Research Ethics: http://www.nottingham.edu.cn/en/research/researchethics/naac-research-code-of-conduct.aspx	<input type="checkbox"/>	<input type="checkbox"/>
1.11: (If applicable) I have read the University of Nottingham's e-Ethics@Nottingham: Ethical Issues in Digitally Based Research (2012) and agree to abide by it: http://www.nottingham.edu.cn/en/research/documents/e-ethics-at-the-university-of-nottingham.pdf	<input type="checkbox"/>	<input type="checkbox"/>
1.12: When conducting research on people (Section 3) I will prepare both a participant consent form as well as an information sheet. I am aware that the following templates are available on the ethics webpage: http://www.nottingham.edu.cn/en/research/researchethics/ethics-approval.aspx#consent	<input type="checkbox"/>	<input type="checkbox"/>

Will participants need to sign a consent form? If not, you will need to justify why you are not using it and how you will obtain participants' consent in the Application Form (Section 2)

Participant consent form 1
Participant Information Sheet, English and Chinese

- ☐ Refine Sections 2.3 and 2.5 (write all possibilities)
- ☐ Methods of data collection in Section 2.3: If **Questionnaires & Interviews** are available, a **copy of the questionnaire** and a **list of major interview questions** should be attached to the application. Include a copy of the questionnaire and a list of your main interview questions with your application.
- ☐ Will you preserve the anonymity of the participants? How do you plan to achieve this?
 - ☐ You will need to describe this in Section 2.3 of the Participant Information Sheet and application form. Also, be careful to describe the location of your research when publishing, such as "The interview was conducted at a Sino–foreign cooperative university in Zhejiang".
- You need to justify why visual recording is being done. What you will photograph and why. –
 - > What specific data did you collect that required you to photograph the participants? **What part of their body** are you photographing and why? If you say that you will maintain the **anonymity** of the participants, how do you plan to achieve this

SECTION 3: RESEARCH ON PEOPLE

If your research involves the participation of people all questions in Section 3 must be answered.

Please answer each question by ticking the appropriate box.

	Yes	No
3.1: Does the study involve participants age 18 or over who are unable to give informed consent? (e.g. people with cognitive impairments, dementia, learning disabilities, mental health conditions, physical or intellectual disabilities)	<input type="checkbox"/>	<input type="checkbox"/>
3.2: Does the research involve other vulnerable groups such as children, young people, prisoners, or people in vulnerable relationships with the researcher? (e.g. teacher-student)	<input type="checkbox"/>	<input type="checkbox"/>
3.3: Will the research require the recruitment of a gatekeeper? (a person who controls or facilitates access to participants)	<input type="checkbox"/>	<input type="checkbox"/>
3.4: Will the research involve the collection of sensitive data to be used for research, analysis, storage or dissemination?	<input type="checkbox"/>	<input type="checkbox"/>
3.5: Will the study involve psychological stress or anxiety or cause harm or negative consequences beyond the research environment?	<input type="checkbox"/>	<input type="checkbox"/>
3.6: Will the study involve or require participants to be involved in activities that are potentially harmful or potentially harmful procedures of any kind?	<input type="checkbox"/>	<input type="checkbox"/>
3.7: Will the research involve people taking part in the study without their knowledge and consent? (e.g. people who are not aware of the research or who are not aware of the research or who are not aware of the research)	<input type="checkbox"/>	<input type="checkbox"/>
3.8: Will the research involve the collection of personal information about participants without their knowledge or consent?	<input type="checkbox"/>	<input type="checkbox"/>
3.9: Will the research involve recording responses to the public or other participants in the study?	<input type="checkbox"/>	<input type="checkbox"/>
3.10: Will the research involve administration or access to data that requires permission from appropriate authorities before use?	<input type="checkbox"/>	<input type="checkbox"/>
3.11: Is there a possibility that the safety of the researcher may be at risk?	<input type="checkbox"/>	<input type="checkbox"/>
3.12: Will the research involve other than reasonable expenses and compensation for time to effectively participate?	<input type="checkbox"/>	<input type="checkbox"/>

A. Application Form: Section 5

Unequal relationships
e.g. teacher-student

Gatekeeper: a person who controls or facilitates access to participants

Visual/Vocal Recording: What will you be video recording and why? Will you protect the participants' anonymity?

Financial inducements?

1.2.2. Participants' Information Sheet

- The file is only a **draft**, and the details may need to be modified, so it needs to be included
 - a. an outline of your study
 - b. what you expect participants to do and how long it will take them
 - c. how you will store any data

- d. your contact details
- How are you going to store the data?
 - You will need to describe your data storage facility and its security in the Participant information form. How secure are your electronic devices? Can you make them safer? Encryption? Temporary copy

1.2.3. Participants' Consent Form

1. Main Points:

1.1. Supervisor explains project

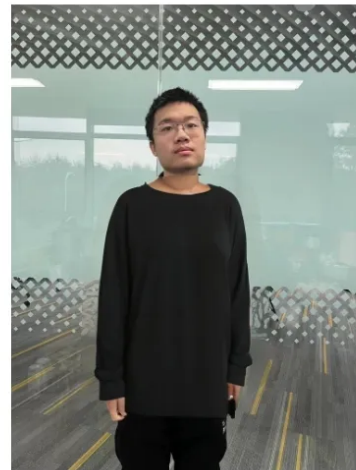
- a. Online formal meetings every two weeks until November
- b. Group according to project tasks for different periods (2–3 groups)
- c. Last semester's project (based on image generation)



(a) Original arbitrary image.



(b) Inference with HRVITON.



(c) Inference with StableVITON.

- d. Follow and expand the previous project
 - i. Manage clothing **dataset**,
 - ii. Web crawler or other to **clothing classification**, each type of at least 200–300 pictures
 - iii. Use **texts** to describe clothes

- e. Sort out and describe clothes data (**Captioning**), find ready-made **API** or ready-made network calls, like **stableviton**.
- f. We have a large amount of work, call two Algorithms (2D Dress Try-On Algorithm, Image Captioning Algorithm), and **conduct background research** and **algorithm selection**
- g. Do a **retrieval** and show all images similar to their description to customer
- h. Classify pictures (according to various features), **recommend** clothes matching based on descriptions or friends' likes, and support try-on, and **support try-on**

1.2. Q & A

1.2.1. About Ethic Form:

- a. Do I need to fill in the Name of all group members in the Applicant Details?
 - i. Yes
 - b. TEAM202407.PreliminaryChecklist: Whether only the group leader should submit or each person should submit separately
 - i. Team leader only
 - c. What is personal data? Do we need to finish full form?
 - i. **Publicly available datasets** are not personal information
 - ii. But web research may involve personal information. Check with Dave to make sure.
- ☐ **Seek for the signature of the supervisor**

1.2.2. About Project:

- d. Project aim (Whether the details of the project and the goals we explain are consistent with the teacher's opinions and indicators, ask what needs to be adjusted and modified, and correctly understand our project and project purpose is the premise for us to do a good job in the project)
- e. Do we require users to provide photos (2D) or do we use motion capture (3D)? Not matter
- f. **?** How to hand over the tools provided by the project (2D Dress Try-On Algorithm and Image Captioning Algorithm)
 - i. **Look for the ready-made ones by ourselves**

✓ Contact way

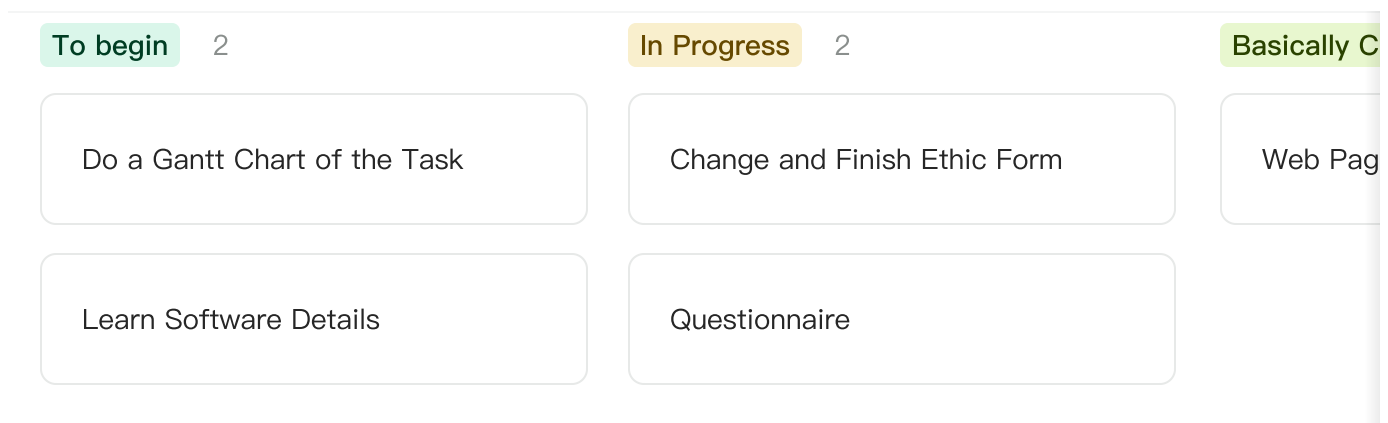
- ii. Add supervisor into Wechat group and Gitlab
- g. Ask if we need to print out the meeting outline and give it to the supervisor
 - i. Email it to the supervisor in advance

1.2.3. What do we need to learn

- a. Need **NLP** basic knowledge, different keywords but describe the same thing, need to put the keywords natural language encoding, **algorithm** itself does **not need**
- b. Someone needs to learn intermediate steps, image segmentation, etc
- c. use python
- d. SE course details need to be followed
 - i. use case diagram
 - ii. other diagram
 - iii. UI demo (No code required)
- e. Platform, language, dataset preparation, database selection
- f. how to download images
- g. questionnaire preparation

2. Action Points:

看板视图



e.g. Mark and Sarah: Fix the “sorting bug”. Done by: 8 Nov (urgent)

Person(s)	Assignment	DDL	Degree	Status	Result
Zhihao Cao	Email Dave about Ethics	2024/10/16	Urgent	Fin...	"up to team and advisor"
All	Change and Finish Ethic Form	2024/10/16	Urgent	In ...	
Zixin Ding	Basic development of the project website (meeting Assessment requirements)	2024/10/21	Necessary	Fin...	Web has Team name, Project Title, Supervisor Name and the Minutes of the current meeting. Push on Gitlab.
All	Design of the Questionnaire	2024/10/23	Necessary	To ...	
All	Do a Gantt Chart of the Task	2024/10/18	Necessary	To ...	
Zhihao Cao(leader)	Related construction of projectwebsite (priority is less than all items)	2024/10/23	Not necessary	In ...	

All	Dive into Deep Learning ---- Install and work with data in Chapter 2 Familiarity and review of python (including oop knowledge of python, please refer to the sophomore AI lab course)	2024/10/21	Necessary	Zixin: In ...	
Zhihao Cao	Learn machine learning basics of linear algebra and programming	2024/10/23		In ...	

3. Date, time, place, Chair, and Secretary of the next meeting

3.1. Formal:

- Same time, Wednesday the week after next

4. Other

4.1. Preliminary Checklist Shared links

https://nottinghamedu1-my.sharepoint.com/:w:/g/personal/scyps2_nottingham_edu_cn/ETePYWA37zdOpF-gD0PPXRUBJq6MtmzV_mQnzJA2fVolzg?e=rtNt60

4.2. 10.21 Preliminary Submission

<https://moodle.nottingham.ac.uk/mod/assign/view.php?id=7974648>

4.3. Full Checklist Shared links

https://nottinghamedu1-my.sharepoint.com/:w:/g/personal/scyps2_nottingham_edu_cn/EQKgJUeJKORDnL04kaqbTDMB5HFB_Ne3DHpl_JshKfPeKA?e=wl4bkK

4.4. Participant Information Sheet

https://nottinghamedu1-my.sharepoint.com/:w:/g/personal/scyps2_nottingham_edu_cn/EUufd2KSI6pDiYc2DnicfPMB46UdS-EJnIOJmX-ljkFFlw?e=ehls2d

4.5. 10.28 Full Submission

<https://moodle.nottingham.ac.uk/mod/assign/view.php?id=7974651>