**Summary from Meeting**

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| Date of Meeting: | 4/12/2020 |
| Name of Meeting Chair: | Zhou Rui |
| Name of Discussion Leader: | George Giamouridis |
| People attending: | Kang Zhenchong, George Giamouridis, Zhou Rui, Xiaoquian Liu, Dai Mingquan |
| Subject of Meeting: | Discuss and create the key features table |
| Objectives: | * Produce a table of features, references and evidence as outlined in lectures * Discuss the evidence from references * Discuss any references to be added to the reading list * Compare written sections so far produced |
| Summary of discussion | **Reference’s evidences discussion**  We first started by discussing the evidences of each reference we had collected. Our goal was to prove that the evidences are able to support the main view of the review we are going to write. Although we had collected lots of references, the evidences were not enough, so we decided that we need to find more papers (references) and export new evidence from them in order to further support our feature review.  **Main references discussed**  From all our references we mainly focused on the three following:   1. Feng J, BangloreS, Gilbert M. Role of natural language understanding in voice local search[C]//Tenth Annual Conference of the International Speech Communication Association. 2009. 2. Lanka S, PANTHANIA D, Kushalappa P, et al. NLU framework for voice enabling non-native applications on smart devices[J]. 2016. 3. Bender E M, Koller A. Climbing towards NLU: On meaning, form, and understanding in the age of data[C]//Proc. of ACL. 2020.   **Written sections so far produce comparison**  As we had decided on our first meeting the two main parts, we are going to focus on are ASR and NLU. However, we had to make the written section clearer. Thus, we decided the subsections that we are going to use for each of these parts.  **Review title**  We came into an agreement that the final title of the review is going to be *“Construction of Voice Assistant Built on ASR and NLU Artificial Intelligent Techniques: A Research Review’ as our review title.”*  **Table of features, references and evidence**  Finally, we produced the table (<https://drive.google.com/file/d/18gPKrwHr4FZT095XPq0COF3_vq-sMgLL/view?usp=sharing>) of features, references and evidence as outlined in lectures. |