Monthly Meeting #1: Team Meeting

| **Meeting Date:** | Aug 22, 23 | |
| --- | --- | --- |
| Meeting Time: | 9am EST | |
| Meeting Location: | Virtual | |
| Meeting Type: | Team Meeting | |
| Student Team Members: *(check box if in attendance)* | * checkedRachel * checkedVanessa * checkedKashish * checkedPamela * checkedElena * checkedNyah | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* | N/A | |

**MEETING AGENDA**

1. (Re)introductions **~*5 min***
2. Discuss thank you card for Maria **~5 min**
   1. Going out of her way to ensure she could meet us despite conflict
   2. Showing us example videos and making sure we understood project

*Hi Maria!*

*Thank you so much for giving us your time and mentorship along our BTTAI project. Thank you for going out of your way to ensure you could meet us despite arising conflicts and showing us example videos and making sure we understood a new and difficult project thoroughly. We appreciate you!*

1. Discuss initial thoughts on project scope **~5 min**
2. Discuss/document CA/TA’s recommended student team tasks, deliverables, and milestones for September to meet company expectations ***~10 min***
3. Summarize key meeting takeaways and confirm next meeting date/time ***~5 min***

**MEETING NOTES**

| **Discussion Topic** | **Notes** |
| --- | --- |
| Project scope | * Choose a date to reevaluate current progress to see if we can add in estimators and parameters/objects to be detected |
| Tasks and deliverables | * Work on Project Scope and Deliverables doc after meeting with TA/CA to discuss scope and dataset * If meeting with TA/CA not possible by Sept 3, explain situation to TA and fill in our answers as best as possible with given knowledge |

**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
| Reach out to Keith regarding 1) meeting with him 2) coordinating meeting time with Maria | Pamela | August 25, 2023 |
| Review GitHub documentation | All | Sep 8, 2023 |
| Draft thank you card for Maria | Kashish | August 22-23 |
| Send invite for next meeting | Vanessa | August 22 |
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