Monthly Meeting #2: Team Meeting

| **Meeting Date:** | Aug 30 | |
| --- | --- | --- |
| Meeting Time: | 3pm EST | |
| Meeting Location: | Virtual | |
| Meeting Type: | Team Meeting | |
| Student Team Members: *(check box if in attendance)* | * Rachel * Vanessa * Kashish * Pamela * Elena * Nyah | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* | N/A | |

**MEETING AGENDA & NOTES**

1. Stand-up: team check-ins with college, schedule and Mathworks related
2. Review team alliance document (about 10 minutes) and submit
3. Discuss Team Scope and Project Deliverable due this week (Sept. 3rd)
4. Discuss communication with Malorie, Keith and Maria and take action accordingly
5. Discuss meeting times
   1. Weekly meetings with students (no TA or CA): tentatively on Tuesdays at 7pm
   2. Meetings with TA and/or CA: tentatively on Thursdays at 7pm
   3. Meetings on Wednesdays no longer necessary, except on case-by-case basis if we need extra work time
   4. For the first few weeks, timing of meetings can be flexible while our schedules are still being set
6. Discuss some project scope
   1. Start with pedestrian data and then move on to cyclist data
      1. Pedestrian data and model training until October, then work in tandem or split into teams to work on cyclist data while refining model on pedestrian data
7. Discuss questions to ask Maria about the project
   1. How should we plan the timeline for this project? Specifically for learning MATLAB or computer vision? Is that something we determine on our own, or does Maria have suggestions?
   2. How do we access the dataset? Where is the dataset found? Is the dataset preprocessed? Are there the same datasets for pedestrian vs. cyclist vs. other objects
   3. What sorts of tools and software are we going to use in this project? Are there specific libraries in MATLAB that are more useful than others?
   4. How does this fit into Mathworks business context? What are the long term effects of this project?
   5. What kind of deep learning resources are good for this kind of project?

**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
| Send email to Malorie   * Explain situation: unable to contact Keith and Maria * Update on slack - lack of slack has hindered communication with Keith and Maria   + Both mentioned that they use Slack often, email less often * Mention team meetings every week and reviewing github/researching | Vanessa | Aug 30th |
| Send email to Keith   * Getting information/extension on the project deliverable * Maria’s contact information * Confirm Wednesday 9PM * PS: Are we making the dataset? | Vanessa | Aug 30th |
| Submit Team Alliance | Kashish | Sept 3rd |

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