About this template document:

* This document contains 4 individual “Meeting Notes and Agendas” templates, corresponding to your team’s required AI Studio monthly meetings for September 2023.
* During the month of September, your team will use this document to create and keep track of all of your meeting agendas and meeting notes.
* For future months (October and November), simply make a copy of this template document and use it in the same way for your meetings in those months.
* Each month’s document should be stored in your team’s Project Folder in Google Drive, for easy access by team members; your AI Studio TA; and the Break Through Tech AI Program Team.
* You are not required to use this document for your August 2023 team meetings or for Maker Days, but you are welcome to! It might help you get practice and get into the habit :-)
* You can review an example in the Bridge to Studio module of your AI Studio course in Canvas, on the page titled, “Team Breakout: Team Resources”.

Important reminders:

* Your team will need to upload and submit its meeting notes and agendas 2x/month (Sept-Nov). Submission instructions will be provided via your AI Studio course in Canvas.
* 48 hours prior to each scheduled Challenge Advisor and AI Studio TA meeting, your team will need to send an agenda to your Challenge Advisor(s) and/or TA. Depending on their preference, you can either share a link to this Google Drive document (using the “Share” button above), or draft your agenda in this document and copy/paste it into an email for their review.

Jump to meeting-specific templates:

* [Monthly Meeting #1: Full Group Meeting](#_sd5n7fdl08ft)
* [Monthly Meeting #2: Team Meeting](#_v2kc5m3rtphs)
* [Monthly Meeting #3: Challenge Advisor Meeting](#_92fgp5prblmg)
* [Monthly Meeting #4: AI Studio TA](#_vhivhhhjg8q)

# **Monthly Meeting #1: Full Group Meeting**

| **Meeting Date:** | Sep 30, 2023 | |
| --- | --- | --- |
| Meeting Time: | Saturday 9AM - rescheduled from Thursday | |
| Meeting Location: | Virtual | |
| Meeting Type: | Full Group Meeting | |
| Student Team Members: *(check box if in attendance)* | * Rachel * Vanessa * Kashish * Pamela * Elena * Nyah | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* | Challenge Advisor: Maria Elena Gavilan | |

**MEETING AGENDA**

1. [Enter meeting agenda item]
2. [Enter meeting agenda item]
3. [Enter meeting agenda item]
4. [Enter meeting agenda item]
5. [Enter meeting agenda item]

**MEETING NOTES**

| **Discussion Topic** | **Notes** |
| --- | --- |
| Datasets | * Use nuImages * 3D images but with 2D annotations and 2D boxes for 800k foreground objects * Annotations for images: human pedestrian child, adult, etc. * Foreground objects have additional attribute annotations, such as pose * Tables, tokens and foreign keys - not only images * Need to access Metadata, Mini, Samples (keyframes), Sweeps (non-keyframes) * Metadata * Install nuscenes devkit - use github to install and play with it * Run the example of the nuImages tutorial by next week to get introduction to the data and run things in Google colab * Manipulating the data - isolate the data that only has pedestrians in it * Nicely annotated - important because labels for objects will help us train our algorithm to detect custom images * Extracting the images that are relevant |
| Train model | * Where are we going to do that? How are we going to be mindful of the datasets? * Running on GPU rather on CPU * What kind of neural network do we want to train? What kind of precision do we want to have? * Traditional ML vs. Transfer ML * Traditional = take data, train model, evaluate * Transfer = already existing model and fit in more information to retrain the model - useful in deep learning |
| TensorFlow | * Once you review example, in some of these tutorials you are building the network from scratch * Building layer by layer * Object detection - likely use a pretrained model * Different detection models that are focusing on different things - ex. High accuracy or small and fast * Recommendation - pretrained model |
| Modeling | * Data Prep stage - image labeling, create training and testing sets * Focus on the nuImages dataset to do this * Training prep - download tensorflow pretrained models   + Make for object detection API is installed   + Generate TensorFlow records based on label map * Training - update config file for transfer learning   + Train model * Evaluation - check metrics like precision * Pretrained Model Zoo   + Pick 2 pretrained models |
| Next steps | * Create trainset using only images that include pedestrians and cyclists * Review detection model zoo and select 3 different architectures to test * Maria will set up google colab with steps needed to do the transfer the learningwith TensorFlow * Next team meeting so we run a working session to attempt to run the model training |

**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
| Run the example of the nuImages tutorial by next week to get introduction to the data and run things in Google colab |  | Sep 15, 2023 |
| Send progress on code |  | Sep 15, 2023 |
|  |  | Sep 29, 2023 |
|  |  | Sep 29, 2023 |

# **Monthly Meeting #2: Team Meeting**

| **Meeting Date:** | Sep 13, 2023 | |
| --- | --- | --- |
| Meeting Time: |  | |
| 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)* |  | |

**MEETING AGENDA**

1. [Enter meeting agenda item]
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**MEETING NOTES**

| **Discussion Topic** | **Notes** |
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**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
|  |  | Sep 15, 2023 |
|  |  | Sep 15, 2023 |
|  |  | Sep 29, 2023 |
|  |  | Sep 29, 2023 |

# **Monthly Meeting #3: Challenge Advisor Meeting**

| **Meeting Date:** | Sep 20, 2023 | |
| --- | --- | --- |
| Meeting Time: |  | |
| Meeting Location: | Virtual | |
| Meeting Type: | Challenge Advisor Meeting | |
| Student Team Members: *(check box if in attendance)* | * Rachel * Vanessa * Kashish * Pamela * Elena * Nyah | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* |  | |

**MEETING AGENDA**

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**MEETING NOTES**

| **Discussion Topic** | **Notes** |
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**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
|  |  | Sep 15, 2023 |
|  |  | Sep 15, 2023 |
|  |  | Sep 29, 2023 |
|  |  | Sep 29, 2023 |

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# **Monthly Meeting #4: AI Studio TA Meeting**

| **Meeting Date:** | Sep 27, 2023 | |
| --- | --- | --- |
| Meeting Time: |  | |
| Meeting Location: | Virtual | |
| Meeting Type: | AI Studio TA Meeting | |
| Student Team Members: *(check box if in attendance)* | * Rachel * Vanessa * Kashish * Pamela * Elena * Nyah | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* |  | |

**MEETING AGENDA**

1. [Enter meeting agenda item]
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**MEETING NOTES**

| **Discussion Topic** | **Notes** |
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**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
|  |  | Sep 15, 2023 |
|  |  | Sep 15, 2023 |
|  |  | Sep 29, 2023 |
|  |  | Sep 29, 2023 |