**Subject:** Second Client Meeting

**Project Name:** Benchmark Commercial AI product for Medical Imaging Services Provider

**Facilitator:** Zichen Li

**Prepared by:** Zichen Li

**Mode:** Zoom

**Date:** 17/08/2022

**Time:** 9:30am - 10am

**Attendees:** Simon, Bronte, Kiran, Benjamin, Andersen, Zichen, Zheyuan, Cailin

**Absent:** None

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Agenda Item** | **Description/ Comments** | **Decision/Action** | **Who?** | **Items for escalation** |
| **1** | What has been completed? | - Simon(Client) checked our group presentation slides  - Simon(Client) checked our scope statement doc | N/A | Simon | None |
| **2** | What is in progress? | - Follow the protocol to get all the possible relevant products  - Everyone should start doing the evaluation including technical and user experience sides and find at least top 5 products that support our decision making | N/A | ALL | None |
| **3** | What is working well? | - Simon said the general structure of scope statement doc is good and we did well currently | N/A | ALL | None |
| **4** | What needs improvement? | - We can adjust the roles accordingly to fit this benchmark project  - The timeline of the project should be specified | N/A | ALL | None |
| **5** | Reminders | - Check the final exam paper of ISYS3401 to help understanding user experience side | N/A | ALL | None |
| **6** | What needs to be completed before the next meeting? | - Everyone finishes the reading and think about how to divide the work as well as how to do the actual evaluation | N/A | ALL | None |
| **…** | ….. |  |  |  |  |