**Subject:** Second In-Tutorial Team Meeting

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

**Facilitator:** Zichen Li

**Prepared by:** Zichen Li

**Mode:** 4 on campus, 3 on zoom

**Date:** 16/08/2022

**Time:**  3pm - 5pm

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

**Absent:** None

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| **#** | **Agenda Item** | **Description/ Comments** | **Decision/Action** | **Who?** | **Items for escalation** |
| **1** | What has been completed? | - Finish the progress presentation  - Confirm with our client about the progress we need to present in the next client meeting | N/A | ALL | None |
| **2** | What is in progress? | - Read and understand the systematic review and meta-analysis  - Preparation for the second client meeting | N/A | ALL | None |
| **3** | What is working well? | - Everyone attended the tutorial and is engaged in the communication  - The tasks discussed are clear for everyone | N/A | ALL | None |
| **4** | What needs to be completed before the next meeting? | - Everyone finishes the systematic review and meta-analysis reading for both technical and user experience teams  - Adopt the client suggestions after the client meeting | N/A | ALL | None |
| **5** | Reminders | - Finish the initial plan(scope statement) after confirming with our client | N/A | ALL | None |
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