**Subject:** Friday Team Meeting

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

**Facilitator:** Zichen Li

**Prepared by:** Zichen Li

**Mode:** Zoom

**Date:** 19/08/2022

**Time:** 1:00pm - 1:30pm

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

**Absent:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Agenda Item** | **Description/ Comments** | **Decision/Action** | **Who?** | **Items for escalation** |
| **1** | What has been completed? | - Allocate the tasks for each group member  - Setup the general processes for both technical team and user experience team | N/A | ALL | None |
| **2** | What is in progress? | - Identify all the certified products that you think are appropriate  - Think about the criteria for inclusion and exclusion  - Perform systematic review if possible  - Compare DTA of each CAD product(Technical team)  - Compare different models used for evaluating user experience(User experience team) | N/A | ALL | None |
| **3** | What is working well? | - The general structure is clear for everyone | N/A | ALL | None |
| **4** | What needs to be completed before the next meeting? | - Establish the criteria for inclusion and exclusion  - Find all products you think are satisfied for the project | N/A | ALL | None |
| **5** | Reminders | - Perform final selection in next week’s tutorial session  - Present the options to Simon(Client) | N/A | ALL | None |
| **6** |  |  |  |  |  |
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