**Subject:** First Tutor Meeting

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

**Facilitator:** Zichen Li

**Prepared by:** Zichen Li

**Mode:** 5 on campus, 3 on zoom

**Date:** 16/08/2022

**Time:** 3pm - 5pm

**Attendees:** Yoki, 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? | - Tutor checked our Slack communication  - Tutor checked our Bitbucket site | N/A | Yoki(Tutor) | None |
| **2** | What is in progress? | - We need to finalize the initial plan(scope statement) and upload to the canvas as well as Bitbucket page  - We need to setup a weekly folder in the Bitbucket site for conveniently uploading the corresponding files each week | N/A | ALL | None |
| **3** | What is working well? | - Yoki said we did well in week2 activities in general | N/A | ALL | None |
| **4** | What needs improvement? | - Make sure the file structure in the Bitbucket site is clear for everyone | N/A | ALL | None |
| **5** | What needs to be completed before the next meeting? | - The initial plan(scope statement) should be finalized | N/A | ALL | None |
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