**Subject:** week 4 Friday group meeting

**Project Name: Benchmarking Commercial AIs**

**Facilitator:** Bronte

**Prepared by:** Benjamin

**Mode: Zoom**

**Date:** 2022/8/26

**Time: 1:00**

**Attendees:** Bronte, Kiran, Zheyuan, Benjamin

**Absent: Cailin, Anderson**

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| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | Task distribution | Tech team divide task by project.  UX team divide by task | Group | Google doc folders |
| 2 | What is in progress? | Progress report | Finish over weekend. | Group | Progress report |
| 3 | What is working well? | Finding target commercial AI. | N/A | Group | N/A |
| 4 | What needs improvement? | Not enough articles. A little confused when it comes to user experience evaluation. | Already list out the tasks specifically and divided. | Bronte | Articles |
| 5 | Reminders | Start collecting articles instead of evaluating them. | N/A | Bronte | N/A |
| 6 | What needs to be completed before the next meeting? | Come up with as many articles related possible. | N/A | Group | N/A |
| … | ….. |  |  |  |  |