**Subject:** tutorial meeting 4

**Project Name: Benchmarking commercial AI**

**Facilitator:** Yaoqi Huang

**Prepared by:** Benjamin Men

**Mode: Online**

**Date:** 2022/8/23

**Time: 15:30**

**Attendees:** All+tutor

**Absent: N/A**

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| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | Update of the Scope statement | Update, enhancement | Bronte, Cailin | Projecgt scope statement |
| 2 | What is in progress? | Uploading the files to bitbucket | Upload | Group | Bitbucket |
| 3 | What is working well? | Identifying the targeting AIs | 9 commercial AIs has been chosen | Group | N/A |
| 4 | What needs improvement? | User story | Look into that | Group | User story |
| 5 | Reminders | Upload the files into two separate folders in bit buckets | Upload | Group | Bitbucket |
| 6 | What needs to be completed before the next meeting? | Upload, Articles, Prepare meeting with Simon. | N/A | Group | N/A |
| … | ….. |  |  |  |  |