**Subject:** Wednesday client meeting Week10

**Project Name: Benchmarking Commercial AI**

**Facilitator:** Cailin

**Prepared by:** Benjamin

**Mode: Zoom**

**Date:** 2022/10/12

**Time: 9:00 AM**

**Attendees:** Whole group

**Absent: None**

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| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | First draft of the final report | N/A | UX team | N/A |
| 2 | What is in progress? | Group report  Client report  Last progressive report  Systematic review | Deadlines have been set. | UX team | N/A |
| 3 | What is working well? | Structure of the final report | N/A | UX team | N/A |
| 4 | What needs improvement? | Client communication  Format of the report (referencing) | N/A | UX team | N/A |
| 5 | Reminders | Complete the distributed tasks. | N/A | UX team | N/A |
| 6 | What needs to be completed before the next meeting? | Code the results  Cohesiveness, referencing and format of the final report | Improve | UX team | N/A |
| … | ….. |  |  |  |  |