**Subject:** Friday group meeting Week10, UX team

**Project Name: Benchmarking Commercial AI**

**Facilitator:** Cailin

**Prepared by:** Benjamin

**Mode: Zoom**

**Date:** 2022/10/12

**Time: 4 PM**

**Attendees:** UX team

**Absent: None**

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| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | Finished the coding process of the thetic review. | N/A | UX team | N/A |
| 2 | What is in progress? | Group report  Client report  Last progressive report  Thematic review | Deadlines have been set. | UX team | N/A |
| 3 | What is working well? | Thematic review  The group reports | N/A | UX team | N/A |
| 4 | What needs improvement? | Code book | Add in the PA part | Benjamin | N/A |
| 5 | Reminders | N/A | N/A | UX team | N/A |
| 6 | What needs to be completed before the next meeting? | Thematic review  Codebook  Client report  Group report | GOGOGO! | UX team | N/A |
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