**Subject:** week 10 Tuesday Group meeting

**Project Name: Benchmarking Commercial AIs**

**Facilitator:** Cailin

**Prepared by:** Benjamin

**Mode: Zoom**

**Date:** 2022/10/11

**Time: 4:00**

**Attendees:** Group

**Absent: N/A**

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| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | Code book | N/A | Group | N/A |
| 2 | What is in progress? | Result extraction  Final report | N/A | Group | N/A |
| 3 | What is working well? | Progress | N/A | Group | N/A |
| 4 | What needs improvement? | N/A | N/A | Group | N/A |
| 5 | Reminders | N/A | N/A | Group | N/A |
| 6 | What needs to be completed before the next meeting? | Result extraction | N/A | Group | N/A |
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