**Subject:** Week11 Friday Team Meeting

**Project Name: Benchmarking Commercial AI**

**Facilitator:** Zichen

**Prepared by:** Zichen

**Mode:** Zoom

**Date:** 2022/10/20

**Time:** 11:00am - 12:00am

**Attendees:** Whole group

**Absent:** None

| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| --- | --- | --- | --- | --- | --- |
| 1 | What has been completed? | * Task allocation for group presentation and client presentation | N/A | ALL | N/A |
| 2 | What is in progress? | * Finish the slides | N/A | ALL | N/A |
| 3 | What is working well? | * Progress is on track | N/A | ALL | N/A |
| 4 | What needs improvement? | None | N/A | ALL | N/A |
| 5 | Reminders | None | N/A | ALL | N/A |
| … | ….. |  |  |  |  |