**Subject:** Week11 Tuesday Group Meeting

**Project Name: Benchmarking Commercial AI**

**Facilitator:** Zichen

**Prepared by:** Zichen

**Mode:** 4 live, 3 on zoom

**Date:** 2022/10/18

**Time:** 3:00pm - 5:00pm

**Attendees:** Whole group

**Absent:** None

| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| --- | --- | --- | --- | --- | --- |
| 1 | What has been completed? | * Expand the first final draft report * Discuss the conclusion for the client meeting | N/A | ALL | N/A |
| 2 | What is in progress? | * Group report * Client report * Group presentation * Client deployment | N/A | ALL | N/A |
| 3 | What is working well? | * Structured the final client and yoki report in advance | N/A | ALL | N/A |
| 4 | What needs improvement? | * Client communication * Format the client and final reports | N/A | ALL | N/A |
| 5 | Reminders | * Complete the remaining assignments by deadline | N/A | ALL | N/A |
| 6 | What needs to be completed before the next meeting? | * Conclusion for both sub-teams | N/A | ALL | N/A |
| … | ….. |  |  |  |  |