**Subject:** Week11 Tuesday Tutor Meeting

**Project Name: Benchmarking Commercial AI**

**Facilitator:** Zichen

**Prepared by:** Zichen

**Mode:** 5 live, 3 on zoom

**Date:** 2022/10/18

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

**Attendees:** Whole group and Yoki

**Absent:** None

| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| --- | --- | --- | --- | --- | --- |
| 1 | What has been completed? | * Yoki gave the feedback for our final group report draft * More detail about stakeholder interaction * Articles are resources * User stories in the main report, divide by type: specific and broad * Details: how the user stories were implemented * Acceptance testing: whether they were actually implemented * Need results for each user story, screen shots in the appendix * System Architecture and design: add final report structure, more detail about the report itself * Evaluation: integrate testing and acceptance testing, how tested and results, why testing is enough. Discipline knowledge is technical, move scope to system specifications * Discipline knowledge and tools: these parts are sub parts, for discipline knowledge- move 4.3 to 4.1. * Group processes: give evidence for group processes (meeting minutes, slack messages) * Reflections and challenges: strength of the team and then strength of the product, * Can do presentation completely online – then Q&A in person | N/A | Yoki | N/A |
| 2 | What is in progress? | * Finish the final report based on Yoki’s feedback | N/A | ALL | N/A |
| 3 | What is working well? | * The structure of final report is generally good | N/A | ALL | N/A |
| 4 | What needs improvement? | * Check Yoki’s feedback | N/A | ALL | N/A |
| 5 | Reminders | * Complete the final report by deadline | N/A | ALL | N/A |
| … | ….. |  |  |  |  |