**Subject:** Friday Zoom Team Meeting

**Project Name:** Benchmark Commercial AI product for Medical Imaging Services Provider

**Facilitator:** Zichen Li

**Prepared by:** Zichen Li

**Mode:** Zoom

**Date:** 16/09/2022

**Time:** 11:00am - 11:30am

**Attendees:** Bronte, Kiran, Benjamin, Andersen, Zichen, Cailin, Zheyuan

| **#** | **Agenda Item** | **Description/ Comments** | **Decision/Action** | **Who?** | **Items for escalation** |
| --- | --- | --- | --- | --- | --- |
| **1** | What has been completed? | - Review the feedback from clients  - Make the plan for the next few days | N/A | ALL | None |
| **2** | What is in progress? | * Work on the report guidelines * Contact the librarian to collect data * Continue searching for the relevant articles | N/A | ALL | None |
| **3** | What is working well? | * The structure of work is clear | N/A | ALL | None |
| **4** | What needs to be completed before the next meeting? | - Keep doing comparison studies for tech team  - Keep evaluating UX for any other medical imaging AI products | N/A | ALL | None |
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