**Subject:** Tuesday In-Tutorial Team Meeting

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

**Facilitator:** Zichen Li

**Prepared by:** Zichen Li

**Mode:** 3 on Zoom and 3 on Campus

**Date:** 13/09/2022

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

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

**Absent:** Zheyuan

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| **#** | **Agenda Item** | **Description/ Comments** | **Decision/Action** | **Who?** | **Items for escalation** |
| **1** | What has been completed? | - Discuss the tasks allocation for the first client deployment  - Prepare the script for the first client deployment and do a rehearsal in the whole group | N/A | ALL | None |
| **2** | What is in progress? | - Technical team should start doing the meta-analysis for all the products  - Meet with client to complete the client deployment and get feedback from our client | N/A | ALL | None |
| **3** | What is working well? | - The general structure is clear for everyone  - Everyone is engaged in the communication | 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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