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

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

**Facilitator:** Zichen Li

**Prepared by:** Zichen Li

**Mode:** 3 on Zoom and 4 on Campus

**Date:** 13/09/2022

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

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

**Absent:** Zheyuan

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| **#** | **Agenda Item** | **Description/ Comments** | **Decision/Action** | **Who?** | **Items for escalation** |
| **1** | What has been completed? | - Our tutor(Yoki) shows the result of our first presentation and gives us the feedback which indicates our demo needs more work to be more engaging with audience  - Yoki also said we need to implement more user stories in the future  - We explained XP principles and our progressive to the tutor and Yoki suggests us to send an agenda for the client deployment session  - Yoki gave us the initial report feedback which indicates we need more specific details for our project and future identification of resources is required | N/A | ALL | None |
| **2** | What is in progress? | - Take actions of our project based on tutor’s feedback in the future | N/A | ALL | None |
| **3** | What is working well? | - Yoki said we had reasonable and realistic expectations  - Yoki said we have a comprehensive intro of our first group report | N/A | ALL | None |
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