**ASubject:** Friday group meeting Week10 – Tech team

**Project Name: Benchmarking Commercial AI**

**Facilitator:** Kiran

**Prepared by:** Zheyuan

**Mode: Zoom**

**Date:** 2022/10/7

**Time: 13:00 PM**

**Attendees:** Tech team

| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| --- | --- | --- | --- | --- | --- |
| 1 | What has been completed? | Systematic review process according to protocol. | Done | Tech team | N/A |
| 2 | What is in progress? | Data extraction. | Finish by next Tuesday | Tech team | N/A |
| 3 | What is working well? | Progress | N/A | Tech team | N/A |
| 4 | What needs improvement? | N/A | N/A | Tech team | N/A |
| 5 | Reminders | Keep doing the Meta analysis and write the final draft report | N/A | Tech team | N/A |
| … | ….. |  |  |  |  |