**Subject:** Friday group meeting Week10 – UX team

**Project Name: Benchmarking Commercial AI**

**Facilitator:** Cailin

**Prepared by:** Benjamin

**Mode: Zoom**

**Date:** 2022/10/7

**Time: 11:00 AM**

**Attendees:** UX team

**Absent: Tech team**

| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| --- | --- | --- | --- | --- | --- |
| 1 | What has been completed? | Systematic review process according to protocol. | Done | UX team | N/A |
| 2 | What is in progress? | Data extraction.  Code book. | Finish by next Tuesday | UX team | N/A |
| 3 | What is working well? | Progress | N/A | UX team | N/A |
| 4 | What needs improvement? | N/A | N/A | UX team | N/A |
| 5 | Reminders | Ask the company and vendors for the exact pricing of qXR. | N/A | UX team | N/A |
| 6 | What needs to be completed before the next meeting? | Data extraction and code book. | N/A | UX team | N/A |
| … | ….. |  |  |  |  |