**Subject:** Tuesday team meeting Week10

**Project Name: Benchmarking Commercial AI**

**Facilitator:** Zheyuan

**Prepared by:** Zheyuan

**Mode: Zoom**

**Date:** 2022/10/4

**Time: 3PM**

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

**Absent: Cailin**

| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| --- | --- | --- | --- | --- | --- |
| 1 | What has been completed? | Systematic review protocol | Done | Group | Feedback from client |
| 2 | What is in progress? | Progressive report  Systematic review according to protocol  Final report individual parts | Finish systematic review by Friday | Group | N/A |
| 3 | What is working well? | Things in progress | N/A | Group | N/A |
| 4 | What needs improvement? | Client communication | Client meeting tomorrow | Group | N/A |
| 5 | Reminders | Finish systematic review by Friday  Finish final report parts | N/A | Group | N/A |
| 6 | What needs to be completed before the next meeting? | Systematic review according to protocol | N/A | Group | N/A |
| … | ….. |  |  |  |  |