**Subject:** Wednesday client meeting Week10

**Project Name: Benchmarking Commercial AI**

**Facilitator:** Cailin

**Prepared by:** Benjamin

**Mode: Zoom**

**Date:** 2022/10/5

**Time: 3PM**

**Attendees:** Whole group

**Absent: N/A**

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| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | Discuss the next step | Done | Group | N/A |
| 2 | What is in progress? | Article collection process  Group final report draft | Finish by Friday | Group | N/A |
| 3 | What is working well? | The progress is generally going well | N/A | Group | N/A |
| 4 | What needs improvement? | Show the client more progress | N/A | Group | N/A |
| 5 | Reminders | Individual final report, group final report template on their ways | N/A | Group | N/A |
| 6 | What needs to be completed before the next meeting? | Article collection  First draft | N/A | Group | N/A |
| … | ….. |  |  |  |  |