

International Collaboration on Handwriting Analysis

Meeting Minutes – Week 3 Tutorial (Audit 1)

Location:	CSIT N101/Virtual Zoom Meeting
Date and Time:	4 - 6PM, Friday, 10 th of March 2023
Participants:	
Tutors:	Anthony Troy, David Retter, David Flores
Our Team:	Mohammad Saddam Mashuri, Rui Lu, Sage Labios, Xiangda Li, Yang Ding, Neo Han (Yuyang Han), Zhishang Bian
Shadow Team:	Binxu Wang, Dongyuan Yang, Jialiang Chen, Monis Anees, Siru Wang, Xiaodan Du
Minute Taker:	Mohammad Saddam Mashuri
Others:	Dr Charles Gretton (Course Convenor), Dr Sophie Constable (Our team's client), Prof. Neil Jeyasingam (Shadow team's client)
Absences:	-

Agenda

1. [Shadow team Q&A] – Questions for shadow team
2. Elevator pitch - Project Overview 4:30 pm] – Speaker: Xiangda Li
3. [Audit presentation] (10 mins) – All group members
MVP, Status report, tour of evidence, deliverables in progress/finished.....
4. [Q&A session] – Answer shadow teams questions

Discussion Points and Decisions

1. David Retter pointed out that our Statement of Work (SoW) is very open-ended and the milestones are inconsistent (e.g. Doing work for Week 5 milestone when we are currently in week 3).
2. Dr Charles Gretton – the course convenor for TechLauncher – recommended our team to reconsider our Machine Learning methods to identify the handwritings as our sample population is small. He advised us to ask for an advice from the other examiner for TechLauncher – Dr Liang Zheng – as he is an expert in the Computer Vision field.

Action items	Owner(s)	Deadline	Status
Prepare for the audit meeting (questions for the shadow team, what to present, etc.)	Our team members	4PM Friday, 10 th of March 2023	Complete