## Minutes of meeting 2

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| Group Members Cao Zheyang  Jin Penglin  Ni Binbin  Jiang Zixin | Meeting Date 2020.11.12  Start time:  14:00  End time:  15:00 | Meeting Topic/Objectives Discuss customer feedback |

Group members present at Meeting:

Cao Zheyang

Jin Penglin

Ni Binbin

Jiang Zixin

Absent:

None

Meeting was Face-to-face: N

Actions from previous meeting:

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| **Actions:**   1. Write email content    1. The design purpose of this project is the annotation of ASCII code files. We want to know which type this ASCII file is biased towards. Like natural language or any other things. In addition, we want to know if we choose this type, which aspect we should focus on, such as emotion recognition.    2. We have some questions about the specific content and manifestation of the samples and labels. Are there any examples before and after processing for our reference? And where do you want us to get a large number of training samples?    3. About the extension of this project to image recognition, from which ways should we carry out image recognition? For example, the pictures are classified into landscape, people and objects.    4. What function modules do we need? We are currently considering the following modules: training module, tag set establishment, automatic identification and manual audit detection, tag success rate statistics, log tracking. Is that feasible?    5. We hope to compare our project with the existing solution or system. Where can we get to know the existing solution? And is there any literature recommended for us to read? 2. Email the customer to confirm project requirements 3. Get feedback from customers 4. There is no emotion or sentiment recognition. You need to collect data from annotators who up mark words in an ascii text file. 5. You can download newspaper articles from any site and use them as your data. The program should work for any type of ascii text file. 6. Yes, you are correct. So, the annotators will classify images into people, landscape etc. and you encode them into up marked files such as Jason or any other type or XML file. 7. You don’t need to train anything. All you are doing is reading in a text file and providing an interface for the annotator to up mark the words in that text file. For example, classify words or phrases into, say people, organization, GPE, etc. Then, they should be able to save this information in an xml or Jason file. 8. Have a look at the following.   <https://lionbridge.ai/data-annotation-platform/?utm_source=google&utm_medium=cpc&utm_campaign=SaaS-ROW&creative=391500868760&keyword=computer%20vision%20annotation&matchtype=b&network=g&device=c&gclid=Cj0KCQiA7qP9BRCLARIsABDaZzha-2cDLm1LDfe5Mqqn_KnzBWt_eI31M18SLcu-y5u5BOTgFdiMeuIaApFzEALw_wcB> | **Who?**  Jiang Zixin  Cao Zheyang  Cao Zheyang | **Completed Y/N?**  **Y**  **Y**  **Y** |

Actions from this meeting：

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| **Decisions/Actions:**     1. Discuss the framework of the proposal 2. Executive summary 3. Terms of reference   (1) Background  (2) Business Goals  (3) Current Situation and Problem/Opportunity Statement   1. Rationale for the project   (1) Scope Statement  (2) project goals  (3) high-level requirements (functional and non-functional)  (4) final ‘solution’   1. Project Method or Approach   (1). Description  (2). Reason of chosen  (3). Weekly activities  (4). phases/tasks/deliverables   1. Project Plan   (1). WBS  (2). Gantt   1. Skills Analysis 2. Risk 3. Issue 4. Milestone 5. Estimate all costs incurred 6. Proposal - Task allocation   Ni Binbin: Terms of reference, Issue  Cao Zheyang: Rationale for the project, Milestone  Jin Penglin: Project Method or Approach, Skill Analysis  Jiang Zixin: project Plan, Risk   1. Making slides 2. Prepare for the presentation | Who?  All Group Members  All Group Members  All Group Members  All Group Members | When by?  15:00  2020.11.17  2020.11.18  2020.11.19 |