## Minutes of meeting 10

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| Group Members Cao Zheyang  Jin Penglin  Ni Binbin  Jiang Zixin | Meeting Date 2021.03.08  Start time:  15:00  End time:  16:00 | Meeting Topic/Objectives  1. Discuss new progress. 2. Discuss what team members learned on the project. 3. Prepare the second quality review. |

Group members present at Meeting:

Cao Zheyang

Jin Penglin

Ni Binbin

Jiang Zixin

Absent:

None

Meeting was Face-to-face: Y

Actions from previous meeting:

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| **Actions:**   1. Finish status report    1. Executive Summary    2. A brief project description. 2. Finish status report    1. An overview of project objectives, scope, approach, major milestones and deliverables.    2. Response to recommendations have been addressed   Suggestion: need project features  Response: Add unique features   * 1. The new variations   Add the team collaboration function   1. Finish status report    1. Project status summary       1. Completed work       2. Unfinished work       3. Issues 2. The initial progress of the project is slow 3. Did not communicate with client in time 4. The communication among project members was not timely 5. Project file management confusion    1. The improvement suggestions.       1. Speed up project progress       2. Strengthen communication with client       3. Regular meetings within the team       4. Project upload GitHub in time | **Who?**  Ni Binbin  Cao Zheyang  Jiang Zixin | **Completed Y/N?**  **Y**  **Y**  **Y** |

Actions from this meeting：

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| **Decisions/Actions:**     1. Continue to work 2. Prepare for the quality review | **Who?**  All Group Members  All Group Members | **When by?**  None  2021.03.10 |

Cao: The status report is almost complete. Any new developments these days?

Jin: I have made new progress. I have completed the basic function of team collaboration annotation. The image annotation function is not complete yet.

Cao: Does our UI need to be changed?

Ni: Adding new features will definitely require some changes. But for the most part it won't change.

Jiang: I will update the status report later.

Cao: In the quality review, we need to show our learning progress. We can organize our learning evidence and present it in the form of screenshots in the meeting.

Ni: We also need to demonstrate our good organized process.

Jiang: Includes good communication with client.

Cao: We present our designs and ideas to our client, and work on them after he approve. A good organized process is that we have internal team meetings to make sure the project is on track.