## Minutes of meeting 11

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| Group Members Cao Zheyang  Jin Penglin  Ni Binbin  Jiang Zixin | Meeting Date 2021.03.10  Start time:  12:30  End time:  13:30 | Meeting Topic/Objectives  1. Discuss project progress. 2. Demonstrate existing functions. 3. Discuss the NLP pre-processing function |

Group members present at Meeting:

Cao Zheyang

Jin Penglin

Ni Binbin

Jiang Zixin

He Lingmin

Absent:

None

Meeting was Face-to-face: Y

Actions from previous meeting:

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| **Actions:**   1. Continue to work 2. Prepare for the quality review | **Who?**  All Group Members  All Group Members | **Completed Y/N?**  **Y**  **N** |

Actions from this meeting：

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| **Decisions/Actions:**     1. Continue to prepare for the quality review.    1. Improve status reports and slides.    2. Improve the existing function, increase the pre-processing function.    3. Improve project management documents. | **Who?**  Jiang Zixin &  Cao Zheyang  Jin Penglin &  Ni Binbin  Jiang Zixin | **When by?**  2021.03.10  2021.03.10  2021.03.10 |

Jin：Recently, I will learn some relevant knowledge about NLP pre-processing function.

Ni: I will make some adjustments to the code according to this function. If necessary, I can try to implement this function together with you.

Jiang: It doesn't matter if we can't finish it, we can take this as a goal and do it after the mid-term quality review.

Cao：Then we need to make some adjustments to the status report file.

Jiang：It also includes future planning and slides needed for quality review.

Jin：Some of the existing features still need to be improved, such as image processing.

Cao：I will work with Jiang to complete and perfect the remaining documents needed for the mid-term quality review.

Jiang：Yes.