## Minutes of meeting 12

|  |  |  |
| --- | --- | --- |
| Group Members Cao Zheyang  Jin Penglin  Ni Binbin  Jiang Zixin | Meeting Date 2021.03.11  Start time:  14:00  End time:  16:00 | Meeting Topic/Objectives  1. Final testing before quality review. 2. Discuss how to improve the multi-person annotation function. 3. Discuss future tasks. 4. Supervisor offer suggestions for future project work. |

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:

|  |  |  |
| --- | --- | --- |
| **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 | **Completed Y/N?**  **Y**  **Y**  **Y** |

Actions from this meeting：

|  |  |  |
| --- | --- | --- |
| **Decisions/Actions:**     1. Continue to complete the project according to the plan. | **Who?**  All Group Members | **When by?**  None |

Jin: We have finished the pre-processing function. But there were some mistakes in the quality review.

Cao: The multi-person annotation function needs to be improved, and our understanding of this function seems to be different from what the tutor said.

Jin: The function mentioned by the tutor are difficult to complete.

Jiang: Now we can finish what was left unfinished and wait for the basics to be resolved before you start working on the new features.

Cao: This feature is not that urgent. We can wait to learn about it before deciding.

He: Yes, we should first do the most important basic functions well, auxiliary functions can be discussed and appropriate increase or decrease according to ability.