***Subject:*** Preliminary Meeting

***Project Name:*** TBD

***Facilitator:*** Will Talbot

***Prepared by:*** Will Talbot

***Mode:*** Zoom

***Date:*** Sunday 30 August 2020

***Time:*** 10.00am – 11.00am

***Attendees:*** Will T, Jarod R, Calum B, Ben L

***Absent:*** Manfred A, (Zhaobo W)

*[****Agenda item –*** *the topic to be discussed during the meeting*

***Description/comments*** *– brief explanation/justification of agenda item, sub topics to be discussed or list of things discussed as part of the agenda item*

***Decision/Action:*** *decision made, or action taken regarding agenda item e.g. Due dates, redo work, proof and submit, contact client for clarification, discuss with team, discuss with tutor, no action required*

***Who*** *– team member responsible for action or outcome(s) associated with decision made regarding agenda item*

***Items for escalation*** *– any issues that needs to be raised with the team manager, tutor or client]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | Software decisions | Determine which software we will be using. | * Slack * Bitbucket * Bitbucket Wiki * GDrive for images, weights files, binaries (Calum as host potentially) * Trello for maintaining high level tasks and assigning * Google sheets for presentations * Overleaf for final report * Template word documents for minutes and weekly group reports | All/admin | n/a |
| 2 | Action Items (Tuesday) | Decide on action items. | * Create Bitbucket Repository (Jarod) * Setup Trello Board (Will) * Setup Slack group (Calum) * Message Zhaobo Wang (Ben) * Read XP pages by tuesday (all) * Start research on Tensorflow (all) | All | n/a |