***Subject:*** Week 3 Task Delegation

***Project Name:*** Sign Detection Using Tensorflow

***Facilitator:*** Will Talbot

***Prepared by:*** Will Talbot

***Mode:*** Zoom

***Date:*** Tuesday 3 September 2020

***Time:*** 6.45pm – 7:15pm

***Attendees:*** Will T, Jarod R, Calum B, Ben L, Manfred A, Calum B, Zhaobo W

***Absent:*** n/a

*[****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 | Discuss Week 3 Tasks | Address new tasks given to us by Cian in his Sunday 06/09/2020 email. | Request | team | n/a |
|  | Action Items | Update action items on Trello, including assigning new tasks. |  | team | n/a |