***Subject:*** 2st Tutorial

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

***Facilitator:*** Jarod Reynolds

***Prepared by:*** Manfred Ai

***Mode:*** Zoom

***Date:*** Tuesday 8 September 2020

***Time:*** 3.00pm – 5.00pm

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

***Absent:***

*[****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]*

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| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | Tutorial and what to do further | Group presentation - Have a slide on who is responsible for what, and what the project is about (show that we understand the project). | Key insights:   * BB wiki documents are not markable but will help us work as a team | Team | n/a |
| 2 | Explaining to tutor project outlines | Tutor asked questions and if we have any questions. | We have been in contact with the client. We’ve started to set up environments and simulators. | Team | n/a |