***Subject:*** Week4 1ST Client meeting

***Project Name:*** Sign Detection Using TensorFlow

***Facilitator:*** Will Talbot

***Prepared by:*** Zhaobo Wang

***Mode:*** Zoom

***Date:*** Tuesday 14 September 2020

***Time:*** 6.30pm – 7.00pm

***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 | Team discussion | Discuss the task of previous week | * Both team should try the tutorial of the other team | Team | n/a |
| 2 | Client discussion | Update our progress last week and discuss some problem | * Adding client to the Slack * Getting a video helpful on simulator setup | Team + Client | n/a |
| 3 |  | Expectation for the next meeting | * donkey car driving around on the new map * automate the data collecting and tagging in the simulator | Team + Client | n/a |