***Subject:*** Week4 Tutorial

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

***Facilitator:*** Will T

***Prepared by:*** Zhaobo W

***Mode:*** Zoom

***Date:*** Tuesday 15 September 2020

***Time:*** 3.00pm – 5.00pm

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

***Absent:*** Manfred A, Calum B

*[****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 | Explaining to the tutor | Sharing the details of Monday client meeting with tutor |  | Team | n/a |
| 2 | What to do next | About presentation and report in the midterm | * user story for report * client requirements and further planning in the presentation | Team | n/a |