***Subject:*** Week4 2ST Client meeting

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

***Facilitator:*** Will Talbot

***Prepared by:*** Zhaobo Wang

***Mode:*** Zoom

***Date:*** Thursday 17 September 2020

***Time:*** 5pm – 5.30pm

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

***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 | Client discussion | Talk about the issues received in the mail yesterday | * checking the donkey car doc to find something helpful on tagging the sign * import the part on Discord to manage.py * reorganize the wiki page | Team + Client | n/a |
|  |  |  |  |  |  |