**CITS3200 Team 10**

**Minutes of Meeting 7 held on Monday 4 September 2023**

Present: Tom, Nathan, Sapphire, Zen

Apologies:

Absent: Sam

Meeting Started: 9.30 am

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| The meeting began early immediately after the client meeting was finished as that had been discussed in MS teams. | ACTION |
| 1.1 Recap past week progress  Recapped what each member has done for week, and what is their plan for the next week.  1.2 Swap of roles  Tom & Sapphire moving to work on audio scoring, Zen going to work on back end and database for quizzes  1.3 Audio scoring discussion  Decided as a team to move away from neural network (too complicated) and towards a more simple solution.  1.4 Next meeting commence time  Organised a later meeting next week (10:30am), so that it flows smoothly into the client meeting at 11:30. | All       Zen/Tom/Sapphire         All |

Meeting Closed: 10:00 am