**Subject:** client meeting 1

**Project Name:** P23 Glioblastoma

**Facilitator:** Lin Zhang

**Prepared by:** Gorjan Muratov

**Mode:** Hybrid (on campus and online)

**Date:** 11th of August 2022

**Time:** 2:30pm-3:30pm

**Attendees:** Gorjan, Tharen, Hongjia, Haeata, Jamie, Alex, Nicholas

**Absent:** James

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| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | * Discussion of project expectations * Create weekly meeting time with client * Analyse information found on website and what to do with it * Discuss the database and its importance |  |  |  |
| 2 | What is in progress? | * Creating the group charter * Specify colleague roles * Do further research on segmentation |  |  |  |
| 3 | What is working well? | * Communication between colleagues * Communication with client * Colleague knowledge on cancer cells and segmentations algorithms |  |  |  |
| 4 | What needs improvement? |  |  |  |  |
| 5 | Reminders | * Backend is the main priority (find the cancer cells) if we finish early then work on the front end but it is not a big worry |  |  |  |
| 6 | What needs to be completed before the next meeting? | * Check if image has already been labelled on the website * Download image if it already exists |  |  |  |
| … | ….. |  |  |  |  |