**Subject:** team meeting 2

**Project Name:** P23 Glioblastoma

**Facilitator:** Lin Zhang

**Prepared by:** Gorjan Muratov

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

**Date:** 15th of August 2022

**Time:** 5pm-7:15pm

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

**Absent**

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| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | * Complete deed polls * Finalise group contract * Submit deed polls and group contracts * Emailed professors from other institutions who have conducted similar research * Created questions channel on slack * Discussed sourcing of training data and labels * Discussed findings on segmentation and classification * Analysed research paper findings * Edited and finalised order and content of slides * Finalised distribution of slides for presentation * Created questions channel (for client) on slack * Generated questions to ask client |  |  |  |
| 2 | What is in progress? | * Finalising project scope * Creating questions for client before next meeting |  |  |  |
| 3 | What is working well? | * Group communication between meetings and tutorials * Team has clearer understanding of the project scope and requirements * Information found on segmentation and classifying has been very useful |  |  |  |
| 4 | What needs improvement? | * Similar research is sparse |  |  |  |
| 5 | Reminders | * As research is sparse communication with the client has to be effective and abundant |  |  |  |
| 6 | What needs to be completed before the next meeting? | * Finalised version of the project scope * Having detailed questions to ask the client |  |  |  |
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