**Meeting Minutes**

1. **Meeting Name: Regular meeting of D&B project**

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| **Meeting purpose:** | **YOLO model training** |
| **Meeting Date:** | **2023.06.26** |
| **Meeting Time:** | **9:50 AM – 1:00 PM** |
| **Meeting location:** | **Teaching building, Shahe campus** |
| **Attendees:** | **Bai Xiaojing, Gao Yuxuan, Li Songyang** |

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| **Agenda item 1:** | **Project Progress and Updates** | | |
| **Status:**  **Overview of project status**  **Data collection and preprocessing progress**  **Model architecture and design updates**  **Training progress and challenges**  **Conclusions:**  **Identify key project milestones achieved**  **Discuss any bottlenecks or issues requiring immediate attention**  **Plan for addressing challenges and next steps** | | | |
| **Action item:** | | **Responsible Person** | **Deadline** |
| **Data collection** | | **Bai Xiaojing, Gao Yuxuan, Li Songyang** | **06.27** |
| **Environment configuration, preprocessing** | | **Bai Xiaojing** | **06.27** |
| **Model architecture design** | | **Gao Yuxuan** | **06.28** |
| **Model training** | | **Li Songyang** | **06.29** |

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| **Agenda item 2:** | **Next Steps and Project Timeline** | | |
| **Status:**  **Outline upcoming tasks and activities**  **Discuss the timeline for the next phase**  **Conclusions:**  **Clarify the project timeline and deliverables**  **Ensure everyone is aware of their responsibilities** | | | |
| **Action item:** | | **Responsible Person** | **Deadline** |
| **Clarify upcoming project timelines** | | **Bai Xiaojing, Gao Yuxuan, Li Songyang** | **06.27** |
| **Future task allocation** | | **Bai Xiaojing, Gao Yuxuan, Li Songyang** | **06.27** |

1. **Meeting Name: Regular meeting of D&B project**

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| **Meeting purpose:** | **YOLO model training** |
| **Meeting Date:** | **2023.06.29** |
| **Meeting Time:** | **3:00 PM – 6:00 PM** |
| **Meeting location:** | **Teaching building, Shahe campus** |
| **Attendees:** | **Bai Xiaojing, Gao Yuxuan, Li Songyang** |

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| **Agenda item 3:** | **Training Progress and Challenges** | | |
| **Status:**  **Training updates, including batch size and learning rates**  **Discuss convergence and loss curves**  **Any issues or challenges faced during training**  **Conclusions:**  **Identify any bottlenecks in the training process**  **Confirm alignment with original expectations** | | | |
| **Action item:** | | **Responsible Person** | **Deadline** |
| **Address issues or discussions** | | **Bai Xiaojing, Gao Yuxuan, Li Songyang** | **06.29** |
| **Plan for improvements or fine-tuning** | | **Bai Xiaojing, Gao Yuxuan, Li Songyang** | **06.29** |

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| **Agenda item 4:** | **Model Evaluation and Metrics** | | |
| **Status:**  **Overview of evaluation metrics used**  **Object detection performance**  **Any issues or anomalies in the evaluation**  **Conclusions:**  **Ensure the model is meeting detection requirements**  **Discuss potential improvements for better results** | | | |
| **Action item:** | | **Responsible Person** | **Deadline** |
| **Evaluate training progress against benchmarks** | | **Li Songyang** | **06.30** |
| **Model performance evaluation** | | **Bai Xiaojing, Gao Yuxuan** | **06.30** |