Meeting Minutes - 25 Mar 2022

Meeting Minutes for 25 March 2022

Date:	📅 **25 Mar 2022**
Time:	🕐 3:00PM
Location:	Zoom
Present:	@ add a person if they are present
Absent:	@ add a person if they are absent

🥅 Goals

<Insert main goal of the meeting>

📝 Agenda

No.	Agenda Item	Remarks
1.	Guidelines of the Final Presentation	Thivya
2.	Details of the Final Presentation	Thivya

🗣 Discussion topics

Agenda	Action By
Guidelines of the Final Presentation	
More guidelines to be released by next week • Rubrics • Details of the deliverables Presentation will be on week 14	The Team
Details of the Final Presentation	

Explaining the project cause
 	
Societal impact
 	
What is expected of the Final Presentation:
 	
- project as a whole
- understand what scope was achieved and what not
- evaluate how good is it and the challenges faced
- demo
- solve the problem we are trying to address
- go deeper into the techniques
  - why this model
  - why this accuracy
  - evaluation metrics
  - reflect what areas worked and which not
  - future work, any possibility for improvements
  - what is the future direction
- frontend/backend
  - showcase the architecture
  - how data flows
- technical challenges
  - show the positive progress, from not knowing how to do xxx to knowing how
- each member talks about what they learnt about the project and evaluate the team members
	The Team

:note: Meeting Notes - Updates

Update	Risk Level	Mitigation Plan

:arrow_heading_up: Decisions

:white_check_mark: Administrative Matters

Date of Next Meeting:	**01 Apr 2022**
Time of Next Meeting:	:clock3: <Please follow the following format: HH:MM AM/PM>