# **Group Meeting Week 1 – 27/07/2022**

**Participants:**

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| --- | --- |
| Team |  |
| Andy Jiang | Dennis Gunadi |
| Andrew Tan | Edward Kurniady |
| David Ika | Jessie Xie |

**Agenda:**

* Meet and greet
* Leader nomination
* Next steps

**Meeting Minutes**

Leader: Andy.

Responsibilities:

Priority: client management/interaction.

also to set up github.

**Work management:**

One central github.

desktop app.

main chat in Teams.

Weekly meeting;

set weekly cadence.

everyone to respond to

Team structure;

potentially split up into 3 groups of 2.

**Client:**

Robyn Choi;

aim to meet in person by end of Week 2;

Prior to meeting: think about questions/comments based on the project prompt.

possibly meet in her office if she has one.

Chris Gonzalez;earth sciences?..

**Task-specific:**

dataset - possibly restricted to dataset in the prompt.

read up in ROC analyses -- forms the basis for comparison to machine learning.

# **Group Meeting Week 2 – 1/08/2022**

**Participants:**

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| --- | --- |
| Team |  |
| Andy Jiang | Dennis Gunadi |
| Andrew Tan | Edward Kurniady |
| David Ika | Jessie Xie |

**Agenda:**

* Housekeeping – Data management – Software – Workflow
* Preparations for client meeting

**Meeting Minutes**

|  |  |
| --- | --- |
| Topic: | Housekeeping data management |
| Context: | Run through Git and GitHub folder structure |
| Problem: |  |
| Resolution: |  |
| Other: |  |
| Action Taker: |  |

|  |  |
| --- | --- |
| Topic: | Housekeeping software installations |
| Context: | To ensure all team members are running with identical environments |
| Problem: |  |
| Resolution: |  |
| Other: |  |
| Action Taker: |  |

|  |  |
| --- | --- |
| Topic: | Housekeeping workflow |
| Context: | Discussion on best way to work on this problem |
| Problem: | Confusion - messy integration with 6 people simultaneously working |
| Resolution: |  |
| Other: |  |
| Action Taker: |  |

|  |  |
| --- | --- |
| Topic: | Preparations for client meeting |
| Context: | Everyone to prepare concerns and issues in the meeting minutes document |
| Problem: | How to make good use of the meeting with our clients |
| Resolution: |  |
| Other: |  |
| Action Taker: |  |