

CE903/913 (MSc Group Project): Template for Minutes of Group Meetings

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Date & time of meeting:
20th March 2023 at 16-17:30 PM (1 hour)

Place of meeting:
STEM Lab and Zoom

Group members present:
Payman Sazesh, Akshay Mohan Nair, Ankur Shah, , Tejas Shukla, Saad Mohammad, Revati Pimparkar, Parin Shah, Faizan Mohammad

All other group members (that is, those not listed in the previous two boxes):
Riffat Siddhiqui, Sobhan Radfar, Saad Mohammad

Name of chairperson for this meeting:
Ankur Shah

Name of secretary for this meeting:
Payman Sazesh

Are the minutes of the previous meeting agreed as a correct record (after correction of matters of fact)?
Yes, the minutes of the previous meeting agreed as a correct record
List any corrections of matters of fact here:
NA

Review all actions agreed at previous meeting and record how far individual responsibilities have been fulfilled.

- Synthetic data generation part done
- Three model was generated
- Website part was done
- Integration part working

Where individual responsibilities have not yet been fulfilled within the agreed timescale, list (for each responsibility) the reasons given:
NA

New matters discussed:

Focus on integration model with website

Report Generation task

PowerPoint Presentation Generation for demo

Come with all parts on deadline

Issues/problems to be reported to project supervisor:

N/a

List all actions requiring attention (i.e., those uncompleted actions from the previous meeting and all actions agreed at the present meeting), the agreed timescale for completion of each one and who is responsible for each one (including setting an agenda for the next meeting and writing the minutes of the present meeting). *Uncompleted actions from the previous meeting should be the first on this list:*

- Integration part was done by parin with the help of Saad and Akshay.
- Need to Complete the Subsections of the Report document.
- Introduction done by Tejas
- Abstract and Conclusion done by Payman
- Supporting Information and References will be done by Ankur with the help of other team member.
- Final Documentation will be done by Payman and Ankur.
- The above-mentioned task needs to be completed on or before 22-03-2023.

Record here the agreed chairperson, secretary, date, time and place of next formal meeting:

- To be decide