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

(all text boxes will automatically re-size, according to the amount of text entered)

Date & time of meeting:
28th February 2023 at 10-11 AM (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:
Muhammad Saad

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
- The model part is under process
- Website is under progress
- Existing model performance needs to be improved

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 creating website frontend
Two models should be ready by next week
The model which is ready should be improved

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*:
- Website should be ready by next week
- Need to complete two more models for comparison by next week
- Website should capture more user data for optimal performance

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

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