CE903 (MSc Group Project):
Minutes of Group Meetings of the Group 18

THIRD MEETING

Date & time of meeting:
- Monday 25/01/2023 at 21:00 to 22:00

Place of meeting:
- Over Zoom Call

Group members present:
- Ankur Shah - Payman Sazesh - Sobhan Radfar - Muhammad Saad - Akshay Mohan Nair - Revati Pimparkar - Muhammad Faizan YousaF

Group members absent but who explained their absence before the meeting (list given reason(s) for absence against each name):
- NA

All other group members (that is, those not listed in the previous two boxes):
- Atif Shahzad

Name of chairperson for this meeting:
- Akshay Mohan Nair

Name of secretary for this meeting:
- Sobhan Radfar

Are the minutes of the previous meeting agreed as a correct record (after correction of matters of fact)?
- Yes, all minutes of the previous meeting agreed as a correct record

List any corrections of matters of fact here:
- There are no previous corrections of matters

Review all actions agreed at previous meeting and record how far individual responsibilities have been fulfilled.
- There are not any actions agreed at previous meeting

Where individual responsibilities have not yet been fulfilled within the agreed timescale, list (for each responsibility) the reasons given:
- There are not any responsibilities allocated to each person.

New matters discussed:

- Faizan suggested to choose web application since it will save time as we had fewer people to do backend of the mobile application.
- Latter It was unanimously decided that the Application will be built as Web Application/Website in order to save time and work on the improving the model and since we had more web developers than Mobile developers.
- It was decided that all the members will do research for the model of the Recommendation System before next meeting.
- It was suggested by Parin to Make Intial Functional Requirements for the Web side of application while conducting research for the model.
- Riffat and Sobhan Suggested to have a few days time to do research on the model selection.
- Inital Synthetic data was created by Akshay and Revathy and it was decided it had enough rows and customers for intial training of the model.
- Question about adding new coloum;i.e Gender to the Dataset was raised by Akshay Nair.
- Suggestion to add location coloumn to the dataset was recommened by Parin Shah.
- Payman Suggested to conduct meeting in the next few days in order to have regular meetings throughout the week.
- All Agreed to have the next meeting on 27-01-2023(Friday) over zoom on 11:00 AM-11:30 AM.

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*:

- Started Working on project proposal.
- Discussion about what we have and what we need to do.
- Ruffly agreement of all members of group on task allocation basis of their abilities.
- Discussion on some serious topic like rethinking about interface, model selection and many more.
- Documentation submission discussion on upcoming deadline.
- The date and the time of next meeting settled for Wednesday 25/01/2023 and agreed by the group members.

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

- Revathy Pimparkar and Parin Shah respectively will be the agreed chairperson and secretary of the next meeting will hold in Zoom meeting on Wednesday 25/01/2023 from 21:00 to 22:00.