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

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Date & time of meeting:
27/1/2023 11-11:30

Place of meeting:
Zoom

Group members present:
Riffat Siddiquie, Payman,Sazesh Akshay Nair, Sobhan Radfar, Parin Shah, Ankur Shah, Muhammad Saad, Muhammad Faizan, Revathi Pimparkar, Tejas Shukla

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

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

Name of chairperson for this meeting: Riffat Siddiquie

Name of secretary for this meeting:

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

List any corrections of matters of fact here:

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

The goal of the meeting was to discuss the model to select for recommendation system.
The model's selection research needs more time.

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

New matters discussed:
Models to choose for recommendation system.
Web Application and Recommendation system both to be treated separately. developed in parallel and integrated in the end.

Issues/problems to be reported to project supervisor:

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*:

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