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

SECOND MEETING

Date & time of meeting:
- Monday 23/01/2023 at 16:00 to 18:00

Place of meeting:
- STEM BUILDING

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):
- Parin Shah was absent because of sickness
- Riffat Siddiqui

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

Name of chairperson for this meeting:
- Payman Sazesh

Name of secretary for this meeting:
- Ankur Shah

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:
- The group members who are absent in first meeting, introduce themselves and talked about their abilities and their weakness.
- Discussion on basic roadmap of our project.
- Allocation of task.
- The second meeting date and time settled and agreed by the group members.
- It was decided that the duties of the members will be delegated to them in the next meeting, which will be on zoom.

Issues/problems to be reported to project supervisor:
- Questions about proposal
- Point of view on interface

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.
- Deciding Project Manager
- Questions discussion which we want to ask with our supervisor about project.
- 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:
- Akshay Mohan Nair and Sobhan Radfar 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.