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

FIFTH MEETING

Date & time of meeting:
02nd February, 2023 at 10 AM (1 hour)

Place of meeting:
Over zoom

Group members present:
Revati Pimparkar, Payman Sazesh, Akshay Mohan Nair, Ankur Shah, Parin Shah, Riffat Siddhiqui, Sobhan Radfar, Tejas Shukla, Faizan Mohammad

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

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

Name of chairperson for this meeting:
 Revati Pimparkar

Name of secretary for this meeting:
Parin Shah

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:
NA

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

- Synthetic Data generation has been fulfilled by Akshay Mohan Nair and Revati Pimparkar
- Research on model selection was done by the whole team.
- Work has been done on Introduction and Overall Description of the Functional requirements by Tejas Shukla and Riffat Siddiqui.
- Parth shah started with Frontend and Backend along with Ankur Shah, and asked for some support for implementation of model.
- Revati Suggested to meetup in small subgroups to work on the assigned tasks.
- Revati requested Riffat to upload the work done on the introductory part and overall description of the SRS document on the shared google drive.
- It was agreed that all the major decisions discussed in the meeting will be shared on the WhatsApp group for everyone's clarity who missed the meeting.

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

New matters discussed:

- Specific Requirements of the System Requirements Specification document will be looked into by: Sobhan Radfar, Parth Shah, Riffat Siddiqui , Akshay Mohan Nair, Revati Pimparkar, Faizan Mohammad.
- Overall discription will be done by Riffat Siddiqui and Tejas Shukla.
- Revati Pimparkar and Akshay Nair will be working on the new features addition in the dataset (synthetic).

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*:

- Need to Complete the Subsections of the SRS document.
- Introduction/ Overall Description will be done by Riffat Siddiqui, Tejas Shukla
- Specific Requirements will be done by Revati Pimparkar, Akshay Mohan Nair, Faizan Mohammad, Sobhan Radfar, Tejas Shukla and Riffat Siddiqui
- The above-mentioned task needs to be completed on or before 06-02-2023.

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