CS7IS4 Text Analytics - Group 7 Meeting Agendas

Meeting 1

Date: 2024-01-26
Time: 12:00 - 13:00 pm
Location: Phoenix Labs

No set agenda as this was the first team meeting.

Meeting 2

Date: 2024-01-28
Time: 11:00 am
Location: Online (link will be shared before the meeting starts)

Link to minutes of the previous meeting:

https://docs.google.com/document/d/1sTKgbmRe-10j_z0sOgp0dZtfTcr7kpTX5mRzYw2nZEw/edit

Items:
1. Attendance
2. Approve minutes of previous meeting (make amendments if necessary)
3. Discussion of project topics
4. Group ranking of project topics
5. Discussion of next steps and allocate tasks
6. Discussion of time sheet records maintained by accountant
7. Confirmation that all is proceeding properly, as recorded by the verifier
8. Other
9. Confirm date, time and location of next meeting

Meeting 3

Date: 2024-02-02
Time: 12:00 - 13:00 pm
Location: Phoenix Lab

Items:
1. Attendance
2. Approve minutes of previous meeting (make amendments if necessary)
3. Clarify any doubts about our allocated topic
4. Discussion of next steps and allocate tasks
5. Discussion of time sheet records maintained by accountant
6. Confirmation that all is proceeding properly, as recorded by the verifier
7. Other
8. Confirm date, time and location of next meeting

Meeting 4

Date: 2024-02-09
Time: 12:00 - 13:00 pm
Location: Phoenix Lab

Link to minutes of the previous meeting:

https://drive.google.com/file/d/1mqKuWlbRCk6B9pb1ifQK4yBVBD7f3KZM/view?usp=drive_link

Items:
1. Attendance
2. Approve minutes of previous meeting (make amendments if necessary)
3. Each person gives quick summary on the paper that they read and their key takeaways
4. Brainstorm ideas for approach to project
   a. Data mining
   b. Data pre-processing and feature engineering
   c. Data analysis
5. Agree on interpretation of project ("Groups must have their interpretation of the assigned topic (see §3) approved by the module lecturer before proceeding with the topic." - §14 from ta-term-project.pdf)
6. Allocate tasks for the week
7. Discussion of time sheet records maintained by accountant
8. Confirmation that all is proceeding properly, as recorded by the verifier
9. Other
10. Confirm date, time and location of next meeting

Meeting 5

Date: 2024-02-16
Time: 12:00 - 13:00 pm
Location: Phoenix Lab

Link to minutes of the previous meeting:

https://docs.google.com/document/d/1Hu_QxTV1eF4YkS2hKHRrk6SgMfHkJVDlAiKk5LaLHYk/edit

Items:
1. Attendance
2. Approve minutes of previous meeting (make amendments if necessary)
3. Brainstorm ideas for approach to project
    a. Data mining
    b. Data pre-processing and feature engineering
    c. Data analysis
4. Allocate tasks for the week
5. Discussion of time sheet records maintained by accountant
6. Confirmation that all is proceeding properly, as recorded by the verifier
7. Other
8. Confirm date, time and location of next meeting

Meeting 6

Date: 2024-02-23
Time: 12:00 - 13:00 pm
Location: Phoenix Lab

Link to minutes of the previous meeting:

https://docs.google.com/document/d/1BQtLo89yQFZO6O6CJKxK7A5jLA1Ex10YkihJ_FH4Xh0/edit?usp=sharing

Items:
1. Attendance
2. Approve minutes of previous meeting (make amendments if necessary)
3. Discuss current draft of mid-term paper (what is missing, what needs to be improved)
4. Discuss progress in gathering the data (current status, do we need more texts)
5. Allocate tasks for the week
    a. Mid-term paper
    b. Data collection?
    c. Feature engineering?
6. Discussion of time sheet records maintained by accountant
7. Confirmation that all is proceeding properly, as recorded by the verifier
8. Other
9. Confirm date, time and location of next meeting

Meeting 7

Date: 2024-02-27
Time: 14:00 - 15:00 pm
Location: Phoenix Lab

Link to minutes of the previous meeting:

https://docs.google.com/document/d/1Sg20wdcA-YifmGOgmnIXeC3Td0gfRKliKtJ3zS1f3u0/edit

Items:
1. Attendance
2. Approve minutes of previous meeting (make amendments if necessary)
3. Nachiketh's meeting with other goups
4. Discuss and finalise mid-term paper
5. Discussion of time sheet records maintained by accountant
6. Confirmation that all is proceeding properly, as recorded by the verifier
7. Other
8. Confirm date, time and location of next meeting

Meeting 8

Date: 2024-03-01
Time: 12:00 - 13:00 pm
Location: Phoenix Lab

Link to minutes of the previous meeting:

https://docs.google.com/document/d/1xpUR_8rCYpw775OiDRJ702LQR5cQkqqhg4SUIaH13IE/edit

Items:
1. Attendance
2. Approve minutes of previous meeting (make amendments if necessary)
3. Academic integrity
4. Nachiketh's meeting with other groups
5. Current state of data collection
6. Discuss next steps
7. Discussion of time sheet records maintained by accountant
8. Confirmation that all is proceeding properly, as recorded by the verifier
9. Other
10. Confirm date, time and location of next meeting

Meeting 9

Date: 2024-03-08
Time: 18:30 - 19:30 pm
Location: Online

To join the video meeting, click this link: https://meet.google.com/woe-pkcc-beq
Otherwise, to join by phone, dial +1 321-802-1346 and enter this PIN: 809 833 202#

Link to minutes of the previous meeting:
https://docs.google.com/document/d/1iFYmRfaA1xai1RzrfrpdB9a3vPRppOGFa0I25MXGREY/edit?usp=sharing

Items:
1. Attendance
2. Approve minutes of previous meeting (make amendments if necessary)
3. Current state of data collection
4. Current state of data pre-processing
5. Next steps
6. Discussion of time sheet records maintained by accountant
7. Confirmation that all is proceeding properly, as recorded by the verifier
8. Other
9. Confirm date, time and location of next meeting

Meeting 10

Date: 2024-03-15
Time: 12:00 - 13:00 pm
Location: Phoenix Lab

Link to minutes of the previous meeting:
https://docs.google.com/document/d/1OZOcZSBRoVhN5kTwdc-BgRJkjwmxIx5En6BHrnD_A5E/edit

Items:
1. Attendance
2. Approve minutes of previous meeting (make amendments if necessary)
3. Current state of data collection
4. Current state of data pre-processing
   a. Stemming vs lemmatisation
   b. E-LDA approach for combining LDA models
   c. N-gram filters
5. Peer review feedback
6. Next steps
7. Discussion of time sheet records maintained by accountant
8. Confirmation that all is proceeding properly, as recorded by the verifier
9. Other
10. Confirm date, time and location of next meeting

Meeting 11

Date: 2024-03-22
Time: 12:00 - 13:00 pm
Location: Phoenix Lab

Link to minutes of the previous meeting:

https://docs.google.com/document/d/1XLIWM3TBruDWo8Rw8bXvXjYVtA6JyYKP_GV1HCR6E5Q/edit

Items:
1. Attendance
2. Approve minutes of previous meeting (make amendments if necessary)
3. Current state of data pre-processing
4. Next steps
    a. Final dataset generation
    b. Correlation calculations
    c. Hierarchical clustering
    d. Network analysis
    e. Incorporate peer review feedback
5. Discussion of time sheet records maintained by accountant
6. Confirmation that all is proceeding properly, as recorded by the verifier
7. Other
8. Confirm date, time and location of next meeting

Meeting 12

Date: 2024-03-29
Time: 17:00 - 18:00 pm
Location: Online

Link to meeting:
https://meet.google.com/vux-wmbs-vay
Otherwise, to join by phone, dial +1 317-602-1212 and enter this PIN: 524 676 789#

Items:
1. Attendance
2. Approve minutes of previous meeting (make amendments if necessary)
3. Update on E-LDA
4. Update on Correlations
5. Update on Hierarchical Clustering
6. Next steps
    a. Correlation calculations
    b. Hierarchical clustering
    c. Network analysis
    d. Incorporate peer review feedback

7. Discussion of time sheet records maintained by accountant
8. Confirmation that all is proceeding properly, as recorded by the verifier
9. Other
10. Confirm date, time and location of next meeting

Meeting 13

Date: 2024-04-05
Time: 17:00 - 18:00 pm
Location: Online

Link to meeting:
To join the video meeting, click this link: https://meet.google.com/nje-xzwx-xoh
Otherwise, to join by phone, dial +1 513-839-2161 and enter this PIN: 827 769 446#

Items:
1. Attendance
2. Approve minutes of previous meeting (make amendments if necessary)
3. Update on E-LDA
4. Update on Correlations
5. Update on Hierarchical Clustering
6. Update on Network Analysis
7. Next steps
    a. Write results to report
    b. Incorporate peer review feedback
8. Discussion of time sheet records maintained by accountant
9. Confirmation that all is proceeding properly, as recorded by the verifier
10. Other
11. Confirm date, time and location of next meeting

Meeting 14

Date: 2024-04-09
Time: 15:00 - 16:00 pm
Location: Phoenix Lab

Link to minutes of previous meeting:

https://docs.google.com/document/d/1AHWUF26d81cUiOrpugqq3_D5dq8pUOjaoZV96HlmRzM/edit

Items:
1. Attendance
2. Approve minutes of previous meeting (make amendments if necessary)
3. Update on Network Analysis
4. Discuss what needs to be changed in the report
5. Allocate writing of the final report
    a. Results
        i. E-LDA Topics - Nachiketh
        ii. Correlation Analysis - Kim
        iii. Text Clustering - Ramya & Benika
        iv. (Network Analysis)
    b. Peer review feedback
        i. Abstract - Rupali & Ashiq
        ii. Introduction & Research Statement - Rupali & Ashiq
        iii. Literature Review - Rupali & Ashiq
        iv. Research Methodology - Everyone updates their parts
    c. Discussion - TBD on Friday
    d. Conclusion - TBD on Friday
6. Discussion of time sheet records maintained by accountant
7. Confirmation that all is proceeding properly, as recorded by the verifier
8. Other
9. Confirm date, time and location of next meeting

Meeting 15

Date: 2024-04-12
Time: 17:00 - 18:00 pm
Location: Online

Link to online meeting:
To join the video meeting, click this link: https://meet.google.com/eej-kikq-aci
Otherwise, to join by phone, dial +1 636-373-8461 and enter this PIN: 415 579 431#

Items:
1. Attendance
2. Approve minutes of previous meeting (make amendments if necessary)
3. Update on Network Analysis
4. Discuss what to write in discussion and conclusion sections
5. Discuss changes that need to be made to report/what is still missing
6. Allocate remaining tasks
7. Discussion of time sheet records maintained by accountant
8. Confirmation that all is proceeding properly, as recorded by the verifier
9. Other
10. Confirm date, time and location of next meeting