

Meeting No: 5

Location: Discord

Attending: 3

Apologies: 0

Meeting start time: 10:00 PM, September 2, 2024

Matters arising from Previous minutes: No

Confirmation of minutes from last meeting: Yes

Outcome of meeting:

Issue	Discussion in brief	Outcome	Action: Name and Timeline
Assignment overview	Going through the deliverables and rubrics	Assignment requirements understood	Lehan to assign all the roles
assigning roles	assignment divided into 3 parts	roles are assigned	Dan to do Data collection Rehnuma to do Processing and analysis Lehan to select model within 15th of September

Actions in brief:

- Data collection to be done
- Data processing and analysis to be completed
- Finalising models

Meeting closed at: 11PM

Meeting No: 6

Location: Face-to-Face

Attending: 3

Apologies: 0

Meeting start time: 12:30 PM, September 15, 2024

Matters arising from Previous minutes: yes

Issues raised from previous minutes	Discussions	Outcome (Resolved?)
If the assigned tasks were done by each of the members	Each member had gone through the assignment brief and tutorial and had idea of all the topics to be discussed and done for the report	Yes

Confirmation of minutes from last meeting: Yes

Outcome of meeting:

Issue	Discussion in brief	Outcome	Action: Name and Timeline
Data collection	Discussed over the collected data and the sources	Enough Datasets were collected from legitimate sources	Data collection was done by Dan before 15th of September
Data Processing	Data processing and the methods used to fill the missing or wrong value	A cleaned dataset where missing values are filled, invalid and duplicate rows are removed.	Rehnuma did the data cleaning by the 17th of September
Model Selection	Choosing the models, mainly focusing on linear regression	Finalized on classification, clustering and regression	Model selection to be done by Dan and Lehan before 22th of September

Actions in brief:

- [DAC TUNG DUONG NGUYEN](#) and [Lehan Lochana Alagedara](#) to finalise models
- [Rehnuma Rahmat Ullah](#) to work on the report

Meeting closed at: 7 PM

Meeting No: 7

Location: Discord

Attending: 3

Apologies: 0

Meeting start time: 6:00 PM, September 22, 2024

Matters arising from Previous minutes: yes

Issues raised from previous minutes	Discussions	Outcome (Resolved?)
If the assigned tasks were done by each of the members	Each member had gone through the assignment brief and tutorial and had idea of all the topics to be discussed and done for the report	Yes

Confirmation of minutes from last meeting: Yes

Outcome of meeting:

Issue	Discussion in brief	Outcome	Action: Name and Timeline
Data collection	Discussed over if the collected data was a specific location based, If we should collect data relating to a specific situation	Datasets were Melbourne based Datasets to be collected relating to agriculture	Data collection to be done by Dan by the 26th of September
Model Selection	Decided on using 3 models: linear regression and		

Actions in brief:

- [DAC TUNG DUONG NGUYEN](#) and [Lehan Lochana Alagedara](#) to finalise models and collect datasets
- [Rehnuma Rahmat Ullah](#) to work on the report

Meeting closed at: 7 PM

Meeting No: 8

Location: Discord

Attending: 3

Apologies: 0

Meeting start time: 11:00 PM, September 27, 2024

Matters arising from Previous minutes: yes

Issues raised from previous minutes	Discussions	Outcome (Resolved?)
If the assigned tasks were done by each of the members	Each member had gone through the assignment brief and tutorial and had idea of all the topics to be discussed and done for the report	Yes

Confirmation of minutes from last meeting: Yes

Outcome of meeting:

Issue	Discussion in brief	Outcome	Action: Name and Timeline
Data collection	Discussed for the links and relevancy of the newly collected datasets	Links and references to be added to our confluence page for the report	Inclusion of links to be done by Dan by 28th of September
Normalization	Normalization should be done for the datasets to be fully processed	codes for normalization should be added to the existing ones	Rehnuma to do normalization by the 28th of September

Actions in brief:

- [DAC TUNG DUONG NGUYEN](#) and [Lehan Lochana Alagedara](#) to keep working on the model selection.
- [Rehnuma Rahmat Ullah](#) to work on normalization.
- [DAC TUNG DUONG NGUYEN](#) to add the references of the datasets

Meeting closed at: 12 PM