Group Meeting Summary – Aug 3rd, 2020

Attendees:

Lin Mi
Tingli Qiu
Spoorthi Suresh Avvanna
Chitra Naga Durga Sindhusha Veluguleti
Yuhan Zhao

Logistics
The team should have a bi-weekly meeting with supervisor on Fridays(11 Am), and with client on Tuesday(1 pm), Team has to follow Agile project methodology that includes
- List of all deliverable
- Should discuss with the client and rank them accordingly(prioritization of tasks)
- Update the client for every two weeks and make sure we at least finish two tasks)

Recommendations: Docker, GitHub

Deliverable for this semester :
- 25-30 page report (expectations -more methodologies and techniques)
- presentation
- Deliver all the code
- Can talk to Michel if we want

Initial client meeting :
- Ask more about data
- Discuss what we have done so far
- Deliverables

List of tasks:
- Data cleaning
- Feature Engineering
- Model implementation
- Report Presentation

Meeting Schedules:
- Client meeting -Tuesday 1 pm(11-08-20)
- Supervisor meeting -Friday 11 am(14-08-20)
- Subject coordinator meeting-Wednesday -2: pm(12-08-20)
- Team meeting -Friday -11 am(7-08-20)