Minutes Template

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| Subject: | COMP90051 Statistical Machine Learning |
| Group name/ identifier | Group Number 58 |
| Meeting Location, Date & Time | Online via Zoom, 5:30, 23/9/2022. |
| Group members present | Sean, David and Naryman |
| Apologies |  |

# Actions from previous meetings

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| **Task** | **Who is responsible** | **Deadline** |
| N/A (This is the first meeting) |  |  |
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# Items discussed and decisions made

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| **Item** | **Decision (if applicable)** |
| Introduction to project and a run-down of the assignment specifications |  |
| Read through the assignment and prepare the GitHub Repository |  |
| Prepare the Overleaf document for the report |  |
| Introductory Data Exploration: decide which features to include/not include. Which are particularly useful. |  |
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# Agreed actions from this meeting

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| **Task** | **Who is responsible** | **Deadline** |
| Prepare Overleaf Document and get everyone access | Sean | 26/09 |
| Prepare GitHub repository and get everyone access; also housekeeping tasks on Canvas | David | 26/09 |
| Explore the data and play around with it with Python | Sean, David and Naryman | 26/09 |
| Decide on approach to problem | Sean, David and Naryman | 26/09 |
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# Next meeting

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| --- | --- |
| Location | Zoom |
| Date & Time | -- |
| Goals | Decide on which features are important and think of a general approach. |