Meetings Summary

Meetings listed below are (almost) weekly standard video meetings. They are all predetermined. More meetings will be held during the submission weeks (usually one to two weeks before the due date). There are still other small meetings (not listed) with shorter time or urgent meetings or slack communication meetings during each week.

Regular Meeting Note 1

Date

Sep 10, 2020

Duration

1hr 30min

Participants

- Jiachen Zhou
- Xintong Yao
- Yiran Wang
- Ruoyu Wu

Discussion topics

1. Meet with each other and have had a nice conversation.
2. Discuss the destination of the group report and have a plan on finding datasets.
    a. It is better to have a dataset about dating and with NLP analysis.
    b. Human activity analysis is a backup plan for us. (**https://archive.ics.uci.edu/ml/datasets/Human+Activity+Recognition+from+Continuous+Ambient+Sensor+Data**)
3. Have a chat on the language we prefer to use (Python).

Regular Meeting Note 2

Date

Sep 13, 2020

Duration

40min

Participants

- Jiachen Zhou
- Xintong Yao
- Yiran Wang
- Ruoyu Wu

Discussion topics

1. Confirm the dataset which is the Yelp. (https://www.kaggle.com/yelp-dataset/yelp-dataset)
2. Divide tasks to each collaborator.
    - Jiachen - Dataset, LSTM, BERT
    - Xintong - Spacy, NLTK, word embedding, Random forest
    - Yiran - Introduction, Motivation, Baseline
    - Ruoyu - SGD
3. Make a topic and start working on the proposal.

Regular Meeting Note 3

Date

Sep 15, 2020

Duration

30min

Participants

- Jiachen Zhou
- Xintong Yao
- Yiran Wang
- Ruoyu Wu

Discussion topics

1. Check the completion rate of the proposal.
    a. 75% done (left for the SGD, Bert, Baseline)
    b. Went through with the proposal together and found if there were some mistakes
2. Double-check the feasibility of the proposal.

Regular Meeting Note 4

Date

Sep 17, 2020

Duration

30min

Participants

- Jiachen Zhou
- Xintong Yao
- Yiran Wang
- Ruoyu Wu

Discussion topics

1. Proposal completed.
2. Check grammar and content correctness
3. Preparation for submission
4. Tasks allocation for each member for coding parts
    - Jiachen - LSTM, BERT
    - Xintong - Preprocessing, Random forest
    - Yiran - Baseline, SGD
    - Ruoyu - Location

Regular Meeting Note 5

Date

Sep 29, 2020

Duration

40min

Participants

- Jiachen Zhou
- Xintong Yao
- Yiran Wang
- Ruoyu Wu

Discussion topics

1. Check the completion of work.
   Half of the Preprocessing work has been done.
   The basic RF, LSTM model had been built.
2. Since most team members are busy on other dues, and the due date is still far from now, it may still be good progress till now.

Regular Meeting Note 6

Date

Oct 7, 2020

Duration

10min

Participants

- Jiachen Zhou
- Xintong Yao
- Yiran Wang
- Ruoyu Wu

Discussion topics

People are working on the Assignment 2 for the last week. So this meeting is all about encouragement and also about confirmation for the work allocated.

Regular Meeting Note 7

Date

Oct 14, 2020

Duration

1hr

Participants

- Jiachen Zhou
- Xintong Yao
- Yiran Wang
- Ruoyu Wu

Discussion topics

1. Check the completion of work
   Preprocessing was almost done. (this part may always be improved so we will not conclude it as completely done). Tuning on LSTM and researched on Bert.

2. Check the correctness of the work done

3. Allocate jobs for presentation
   - Jiachen Zhou - Method part (1min30s)
   - Xintong Yao
     - Evaluation and conclusion part (1min10s)
     - Make ppt and preparation for editing videos
   - Yiran Wang
     - Introduction and motivation part (45s)
     - Preparation for editing videos
   - Ruoyu Wu - Dataset part (35s)

Regular Meeting Note 8

Date

Oct 18, 2020

Duration

30min

Participants

- Jiachen Zhou
- Xintong Yao
- Yiran Wang
- Ruoyu Wu

Discussion topics

1. Check the completion for paperwork such as content and layout of the PPT.
   Dataset part is done but needs to be refined.
   Evaluation part is done.

2. Check grammar and correctness of the written words on slides.

Regular Meeting Note 9

Date

Oct 21, 2020

Duration

30min

Participants

- Jiachen Zhou
- Xintong Yao
- Yiran Wang
- Ruoyu Wu

Discussion topics

1. Check the completion for paperwork such as content and layout of the PPT.
   The introduction part is done but needs to be refined.
   Dataset part is done.
   Method part is done.
   The conclusion part is done but needs to be refined.

2. Check grammar and correctness of the written words.
3. Preparation for the video.
   - We decided to record videos separately to avoid time conflict and minimize the working time for everyone.
   - Tomorrow everyone should hand in the video.

Regular Meeting Note 10

Date

Oct 22, 2020

Duration

20min

Participants

- Jiachen Zhou
- Xintong Yao
- Yiran Wang
- Ruoyu Wu

Discussion topics

- Each member finished their corresponding Videos recording and are ready for editing
- Start the editing of the videos to make sure the separate videos are connected smoothly without wasted time slots.

Regular Meeting Note 11

Date

Oct 23, 2020

Duration

40min

Participants

- Jiachen Zhou
- Xintong Yao
- Yiran Wang
- Ruoyu Wu

Discussion topics

- Check the completeness, fluency and correctness of the finished video together. Check the voice and slides content are matched.
- Finish video submission on LMS
- Allocate the task for the report to each member

Regular Meeting Note 12

Date

Oct 27, 2020

Duration

30min

Participants

- Jiachen Zhou
- Xintong Yao
- Yiran Wang
- Ruoyu Wu

Discussion topics

1. Check the completion for reports.
   The introduction part is done but needs to be refined (add motivation).
   The Dataset part is done.
   Baseline part and content-based recommender system part are done

2. Check grammar and correctness of the written words.

Regular Meeting Note 13

Date

Oct 29, 2020

Duration

1hr

Participants

- Jiachen Zhou
- Xintong Yao
- Yiran Wang
- Ruoyu Wu

Discussion topics

1. Check the completion for reports.
   The introduction part is done.
   Evaluation part is done (some typos and mistakes fixed).
   LSTM and Bert are almost done.

2. Check grammar and correctness of the written words.
3. Try to convert some content into Latex format as a basis and practice for successful conversion for the final report.

Regular Meeting Note 14

Date

Oct 30, 2020

Duration

40min

Participants

- Jiachen Zhou
- Xintong Yao
- Yiran Wang
- Ruoyu Wu

Discussion topics

1. Check the completion for reports.
   Finish LSTM and Bert.
   Working on conclusion.
2. Check grammar and correctness of the written content.
3. Start to convert the written report into LaTex format and adjust its layout.
4. Created reference list using APA reference style by converting recorded website URLs into appropriate format.