

CITS5553 Data Capstone Project

G8 “Mineral Grains” Project Team Meeting No. 1

Date: 3pm (or thereabouts), 26 July 2023

Agenda

1. General Business

- Welcome to the team

Notetaker: Ming

Attendance: Peter, Robbie, Neha, Ming, Bhargava Kolli

Missing: Christopher

- Meeting rules and general conduct

Respectful to each other

- Future meetings:

Time available: Monday morning 10 a.m. (to be decided)

- Frequency:

at least 1 hour team meeting per week

- Duration:

1 hour or more

- time, dates & location

To be decided

2. Self Introductions (*no more than 5 mins each?*)

- General introduction – tell us briefly about yourself
- Personal strengths and special skills (GIS?) of direct relevance to the project
- Any specific team roles you would like to nominate yourself for

Peter: geology background, DS, ML, communication, project lead.

Neha: IT, database background, ML, programming, GitHub repo

Bhargava Kolli: CS background, data analytics, data processing

Robbie: EE background, ML, NLP, programming, mining company experience

Ming: CS, IT, DS Background, programming, ML, GitHub repo

3. Roles & Responsibilities (*nominations & voting*)¹

- **Project Lead** (generates/maintains/reports on project plan including deliverables, liaises with stakeholders)

Peter

- **Client Liaison** dedicated or additional (conducts formal and informal communications with client to discuss/clarify technical details or other issues)

Robbie (Chair) & Rotate

- **Meeting Chair**

Rotate

- Meeting Minutes **Note Taker**

Rotate

- **GitHub Repo Administrator**

Ming & Neha

- Other roles **TBA**

4. Project open discussion

Suggested topics:

- Purpose, design and use of GitHub Repository (brief)
Lecture notes (uploaded in teams)
- Articulate the Project problem and possible solutions
Problems: Lack of knowledge on the format of dataset and understanding the clients' needs
Possible solution: multi-label multi-classification machine learning or deep learning model
- Ideas regarding technical approach to a possible solution(s)
- Possible pitfalls to look out for
- Questions would you like to ask the client specifically with regard to the project

Example:

Let Client explain data set

What mineralogy information is offered in the dataset?

What's the interest? More precision or recall. How to quality control?

More on the question list doc (teams).

5. Close of business

Action items:

All team members: Come up with a list of questions to ask for client.

Peter: Send email client and arrange a client meeting asap.

Send email to Chris, Christopher Vernon (22732248) [<22732248@student.uwa.edu.au>](mailto:22732248@student.uwa.edu.au)

Next team chair: Neha

Next meeting:

Monday morning (10 a.m. - 11 a.m.) Reid Library Booth 1

¹ Some roles and responsibilities can be shared or rotated through the team subject to consensus