

Minutes Template

Subject:	COMP90051 Statistical Machine Learning
Group name/ identifier	Whatever Benchmark
Meeting Location, Date & Time	Offline, 20 th Oct, 2022
Group members present	Chi Zhang, Qianjun Ding, Haitong Gao
Apologies	

1. Actions from previous meetings

Task	Who is responsible	Deadline
Report Revising	Haitong Gao	20 th , Oct
Report Revising	Chi Zhang	20 th , Oct
Report Revising	Qianjun Ding	20 th , Oct

2. Items discussed and decisions made

Item	Decision (if applicable)
Report Finalising	20 th , Oct

3. Agreed actions from this meeting

Task	Who is responsible	Deadline
Report Finalising	Qianjun Ding	20 th , Oct
Report Finalising	Haitong Gao	20 th , Oct
Report Finalising	Chi Zhang	20 th , Oct

4. Next meeting

Location	Discord
Date & Time	20 th , Oct
Goals	Improve the NN's accuracy (F1 score)