**Minutes  
Machine Learning Model Development  
Meeting No. 6**

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| **Location** | Swinburne Hawthorn Campus Room EN401 | | | | |
| **Date & Time** | Tuesday, August 27, 2024 8:30am | | | | |
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| **Contributors** | Henry Richardson Matthew CrossSeth Kalantzis | | | *Meeting Facilitator Secretary* | |
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| **Action Items from Previous Meeting** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **All outstanding items related to Milestone One.**  ***Owner:*** *Matthew*  ***Status:*** *Completed* | | * Project report, meeting minutes, and team contribution form all submitted on Sunday, August 25 by Matthew. * Project phase one officially complete. | | | |
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| **New Items** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Review of Phase One**  ***Owner:*** *Matthew*  ***Status:*** *Completed* | | * Discussion around contributions of each team member. Each team member indicated that they were happy with the distribution of tasks and work completed by other team members. * Discussion around quality of work. Each team member indicated that they were happy with the quality of work produced by each team member. * Discussion around communication. Each team member indicated that they were happy with the quality and frequency of communication amongst the team in Project Phase One. * Overall, team very satisfied with the collaboration efforts from phase one. No major areas of improvement identified for phase two. | | | |
| **Identification of preliminary work required for Phase Two**  ***Owner:*** *Henry*  ***Status:*** *In-Progress* | | * The team agreed upon the following tasks to be completed over the coming week:   + Collate a number of potential data sources for review.   + Brainstorm additional feature sets/ problem statements for the project to solve. (The current problem statement of predicting property prices identified as too simplistic to achieve high marks) | | | |
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| **Action Items** | | | | | |
| **Action Item** | | | **Owner** | | **Deadline** |
| * **Create a list of potential data sources.** | | | *All* | | *September 03, 2024* |
| * **Create a list of additional features/ problems to solve.** | | | *All* | | *September 03, 2024* |
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| **Next Meeting** | | | | | |
| **Location** | Swinburne Hawthorn Campus  Late Lab | | | | | |
| **Date & Time** | Tuesday, September 03, 2024 1:00pm | | | | | |



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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Henry Richardson  *Meeting Facilitator* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Matthew Cross  *Secretary* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Seth Kalantzis  *Attendee* |