**Minutes   
Machine Learning Model Development  
Meeting No. 9**

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| **Location** | Swinburne Hawthorn Campus Room EN401 | | | | |
| **Date & Time** | Tuesday, September 17, 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** | | | |
| **Download Health and Air Quality Datasets**  ***Owner:*** *Matthew*  ***Status:*** *In-Progress* | | * All NSW Health data downloaded and ready for pre-processing. * Health Stat data was too substantial to download in a single file. The connection gateway to NSW Health Stats would time out before it could be downloaded. * Data downloaded in 4-year partial datasets and will need to be combined before, or as part of, pre-processing. | | | |
| **Search for Additional Relevant Datasets**  ***Owner:*** *Henry*  ***Status:*** *In-Progress* | | * No datasets identified that were of the same quality and from a reputable source. * Seth identified that we may be able to incorporate carbon / greenhouse gas emission data. More research required. | | | |
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| **New Items** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Begin Pre-Processing Data**  ***Owner:*** *All*  ***Status:*** *In-Progress*  ***Deadline:*** *Sept 20, 2024* | | * All members of the team to work on pre-processing the data individually before the next meeting. The team will review each-others progress and select the most appropriate approaches from across the implementations. * Each team member assigned a different dataset to focus on initially. | | | |
| **Issues with GitHub**  ***Owner:*** *Matthew & Seth*  ***Status:*** *Completed* | | * Matthew unable to connect to team repo with his student account. * Seth added Matthew’s personal account to the repo. Seemed to have resolved the issue. | | | |
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| **Action Items** | | | | | |
| **Action Item** | | | **Owner** | | **Deadline** |
| * **Pre-Process Assigned Dataset** | | | *All* | | *Sept 20, 2024* |
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| **Next Meeting** | | | | | |
| **Location** | Swinburne Hawthorn Campus  Late Lab | | | | | |
| **Date & Time** | Friday, September 20, 2024 3:30pm | | | | | |



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