**Minutes   
Machine Learning Model Development  
Meeting No. 12**

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| **Location** | Swinburne Hawthorn Campus Library, Level 3 | | | | |
| **Date & Time** | Friday, September 27, 2024 2:00pm | | | | |
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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** | | | |
| **Update comments in data cleaning files.**  ***Owner:*** *Matthew*  ***Status:*** *Completed* | | * Comments and markdown updated within files. * File structure reworked to reduce file path length. | | | |
| **Complete the regression model**  ***Owner:*** *Henry*  ***Status:*** *Completed* | | * Linear Regression model completed. * Capable of analysing and comparing any relationship within the data. | | | |
| **Complete the classification model**  ***Owner:*** *Seth*  ***Status:*** *In-Progress* | | * KNN model in progress. Will continue to work on the analysis, but acknowledgement was made the classification models are not the most appropriate for the dataset. * Time series model and additional analysis of linear regression model completed by Seth. | | | |
| **Complete the clustering model**  ***Owner:*** *Matthew*  ***Status:*** *Completed* | | * K-Means analysis completed. * Additional metrics for analysis to be added to the notebook to enhance understanding of the models effectiveness. | | | |
| **New Items** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **Division of Final Tasks for Assignment 2** | | * All to tidy and upload their finalised machine learning models. * All to complete sections on the report relevant to the models that they developed. * Henry to handle report Introduction and Problem Statement sections. * Matthew to handle report Data Collection and Data Processing sections. * Seth to handle Conclusion section. * All to update README.md file with steps relevant to the models they completed. | | | |
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| **Action Items** | | | | | |
| **Action Item** | | | **Owner** | | **Deadline** |
| * **Tidy analysis files and upload to GitHub** | | | *All* | | *Sept 28, 2024* |
| * **Complete implementation section of report** | | | *All* | | *Sept 28, 2024* |
| * **Complete Introduction and problem framing section of report** | | | *Henry* | | *Sept 28, 2024* |
| * **Complete data collection and processing section of report** | | | *Matthew* | | *Sept 28, 2024* |
| * **Complete conclusion of report** | | | *Seth* | | *Sept 29, 2024* |
| * **Update README.md file** | | | *All* | | *Sept 29, 2024* |
| * **Fill in contribution form** | | | *All* | | *Sept 29, 2024* |
| * **Condense all meeting minutes to a single file** | | | *Matthew* | | *Sept 29, 2024* |
| * **Submit all files and documents to canvas** | | | *Matthew* | | *Sept 29, 2024* |
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| **Next Meeting** | | | | | |
| **Location** | Swinburne Hawthorn Campus Room EN401 | | | | | |
| **Date & Time** | Tuesday, October 02, 2024 8:30am | | | | | |



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