### LONDON’S GLOBAL UNIVERSITY

# Minutes for Company Meeting 08/12

Date: 08/12/2023

Time: 16:00pm – 16:45 pm

Duration: 45 minutes

Location: online -google meets

**Meeting Purpose**

The meeting purpose was to achieve the following:

1. Understand why the Parameter Optimization Tool (P-Opt tool) must be in model form
2. Find parameters that will be optimized
3. Understand how models work
4. Ask more questions about goals and stakeholders of ief and of P-Opt tool

**Attendance**

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| --- | --- |
| Meeting Facilitator | Bouras |
| Meeting Secretary | Saleh Mohamed |
| Present | Gudmundsdottir Telma, Wang Yi-Yu, Wang Derek, Lou Jiafan, Lu Jiashun,Joseph Cook,Sophie Trinder,Gadhu Sundaram, Asim Hussein,Tomas Kopunec |
| Absence and apologies |  |

**Meeting Agenda**

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| --- | --- | --- | --- | --- |
|  | **Activity/Topic/Item** | **Time allocated** | **Discussion leader** | **Actions** |
| 1. | Why P-Opt must be model (potentially externaltool):due to formatting, re use, redundancy | 10 min | Bouras |  |
| 2. | Analyze goals and stakeholders of IEF and tool | 10 min | Sophie, Gandhu |  |
| 3. | Parameters to be optimized: Location , Time, Vm used | 10 min | Asim |  |
|  |  |  |  |  |

**Actions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action ID** | **Directly Responsible Individual** | **Collaborators** | **Description** | **Deadline**  (and who will check it) |
| **Descibe in detail the P-opt tool** | **Asim** |  | **The P-Opt tool will be a suggestion tool with feedback for the user suggesting changes to the 3 params and what impact these changes will have** | **15/12 bouras** |
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