| Meeting Agenda |
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| Location: | Room booth 1002, 1st Floor, Law Library |
| Date: | 16 July 2023 |
| Time:  Attendees: Vaishnav Gadia ManavAbichandani Qingyang Zhang | 13:00 – 17:00 |

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| No | Item | Who |
| 1. | Notes of last meeting: | Manav |
| 2. | Action Items:   1. All team members came prepared for the meeting with their understanding of the datasets. 2. Selection of which data sets to consider meeting project objectives. 3. Dividing roles for data cleaning 4. Aspects to consider while undertaking data cleaning | All |
| 3. | Review of team roles:  Vaishnav and Qingyang would be working on data cleaning faculty provided data sets with the external datasets being cleaned by Manav. | All |
| 4. | Update on work completed to date: Defined project charter, objectives, and expertise of each of the team members | Previous deadline met. |
| 5. | Any other business: Set the deadline for completion of the data cleaning procedure. | All |