

Meeting Minutes

Date: Wednesday, March 15, 2023

Time: 2:30pm. -3:10pm.

Location: Room3201, level3, Melbourne connect

Subject: Data Science Project

Attendees: Lida Rashidi(Supervisor), Rohit Baney, Nofaldi Putranto, Yufeng Xie, Runyu Yang, Zirui Shan

Decisions Made:

1. **Determine the communication role** (who sent the email to introduce the team and kick-off meeting): **Rohit Baney (Rohit)**
2. **Minute Taker: Runyu Yang (Kaylee)**
3. **Communication and Progress Record Platform:** Slack
4. **Code platform:** Github (The link of github will upload later)
5. **Regular Meeting with Supervisor: Every Wednesday 2:15pm. -3:00pm.**

Discussion:

1. Prepare questions for the meeting with the industry partner:
 - the scope of the project
 - the data involved in the project.
2. Key analytical aspects of the project data:
 - Observe all the variables (meaning, what they represent (type and range)).
 - Initial study of features such as data cleaning, data pre-processing, etc.
 - Observe the distribution of data and then filter the data or features by plotting graphs or calculations.

Todo List:

1. Set up github.
2. Send email to industry Partner to identify days and times project team is available to meet.
3. Prepare questions to ask of meeting with an INDUSTRY PARTNER.

(Reference <https://www.arpana.gov.au/our-services/testing-and-calibration/calibration/australian-clinical-dosimetry-service> websites :)

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