Minutes Template

|  |  |
| --- | --- |
| Subject: | COMP90051 Statistical Machine Learning |
| Group name/ identifier | Group 63 |
| Meeting Location, Date & Time | Zoom meeting, 10/12/2022 |
| Group members present | All present |
| Apologies |  |

# Actions from previous meetings

|  |  |  |
| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
| Create a baseline model | Tian | 10/12 |
| Find out different preprocessing method | Zequan | 10/12 |
|  |  |  |
|  |  |  |
|  |  |  |

# Items discussed and decisions made

|  |  |
| --- | --- |
| **Item** | **Decision (if applicable)** |
| The best model for prediction |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Agreed actions from this meeting

|  |  |  |
| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
| try different parameter to get highest f1 score | All | 10/19 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Next meeting

|  |  |
| --- | --- |
| Location | Zoom |
| Date & Time | 10/19 4:00pm |
| Goals | Finish the report |