Minutes Template

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| Subject: | COMP90051 Statistical Machine Learning |
| Group name/ identifier | Group 63 |
| Meeting Location, Date & Time | Zoom meeting, 10/04/2022 |
| Group members present | All present |
| Apologies |  |

# Actions from previous meetings

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| **Task** | **Who is responsible** | **Deadline** |
| First time meeting |  |  |
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# Items discussed and decisions made

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| --- | --- |
| **Item** | **Decision (if applicable)** |
| Introduce myself |  |
| How to do a baseline |  |
| Find out different method to predict |  |
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|  |  |

# Agreed actions from this meeting

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

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| Location | Zoom |
| Date & Time | 10/12 4:00pm |
| Goals | Get the optimal model for prediction |