About this template document:

* This document contains 4 individual “Meeting Notes and Agendas” templates, corresponding to your team’s required AI Studio monthly meetings for September 2023.
* During the month of September, your team will use this document to create and keep track of all of your meeting agendas and meeting notes.
* For future months (October and November), simply make a copy of this template document and use it in the same way for your meetings in those months.
* Each month’s document should be stored in your team’s Project Folder in Google Drive, for easy access by team members; your AI Studio TA; and the Break Through Tech AI Program Team.
* You are not required to use this document for your August 2023 team meetings or for Maker Days, but you are welcome to! It might help you get practice and get into the habit :-)
* You can review an example in the Bridge to Studio module of your AI Studio course in Canvas, on the page titled, “Team Breakout: Team Resources”.

Important reminders:

* Your team will need to upload and submit its meeting notes and agendas 2x/month (Sept-Nov). Submission instructions will be provided via your AI Studio course in Canvas.
* 48 hours prior to each scheduled Challenge Advisor and AI Studio TA meeting, your team will need to send an agenda to your Challenge Advisor(s) and/or TA. Depending on their preference, you can either share a link to this Google Drive document (using the “Share” button above), or draft your agenda in this document and copy/paste it into an email for their review.

Jump to meeting-specific templates:

* [Monthly Meeting #1: Full Group Meeting](#_sd5n7fdl08ft)
* [Monthly Meeting #2: Team Meeting](#_v2kc5m3rtphs)
* [Monthly Meeting #3: Challenge Advisor Meeting](#_92fgp5prblmg)
* [Monthly Meeting #4: AI Studio TA](#_vhivhhhjg8q)

# **Monthly Meeting #1: Full Group Meeting**

| **Meeting Date:** | Oct 11, 2023 10:00 AM | |
| --- | --- | --- |
| Meeting Time: | 10::00AM-10:45AM | |
| Meeting Location: | Virtual | |
| Meeting Type: | Full Group Meeting | |
| Student Team Members: *(check box if in attendance)* | * Ashley Garcia Cervantes * Nusaiba Mahmud * Sakshi Gondkar * Aida Bozulan * Zaira Garcia * Chloe Nguyen | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* | TA: Wang, Wenjie  CA: Budiono, Timo ; Sanjay | |

**MEETING AGENDA**

1. Summary of what has been done so far
   1. Data cleaning and visualization
2. Goals for the month: Models chosen to run and test (Logistic Regression, SVM, Random Forest, Gradient Boosting)
3. Progress in Modeling:: Random Forest Accuracy Results
4. Confirm next Meeting date with CA only

**MEETING NOTES**

| **Discussion Topic** | **Notes** |
| --- | --- |
| Visuals & Cleaning | The visualization is great and the cleaning job is neat. Good use of visuals to display project data |
| Questions/Data Impressions | About 45 of the “hack” method attempts were on “web” type organizations. Our CA explains that this is due to the fact that websites are easily hackable, especially if they don’t have security measurements like two factor authentication. This data makes sense. |
| Modeling - Random Forest | Our Random Forest Algorithm gave a result of 68% accuracy. This was highly positive for our CA, as he stated that measurements acceptable for companies are from 65%-80%. Is very unlikely to get accuracy above that level. Our model is off to a great start, and we expect other, more complex models, to give a higher accuracy. |
| Presentations at Accenture’s Office | Project presentations are planned to be held at Accenture’s office during the first few weeks of December, date TBD |
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**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
| Implement Gradient Boosting | Sakshi Gondkar | Oct 20, 2023 |
| Implement Linear Regression | Ashley Garcia Cervantes | Oct 20, 2023 |
| Implement SVM | Aida Bozulan | Oct 20, 2023 |
|  |  |  |

# **Monthly Meeting #2: Team Meeting**

| **Meeting Date:** | Oct 13, 2023 | |
| --- | --- | --- |
| Meeting Time: | 2:30 pm | |
| Meeting Location: | Virtual | |
| Meeting Type: | Team Meeting | |
| Student Team Members: *(check box if in attendance)* | * Ashley Garcia Cervantes * Nusaiba Mahmud * Sakshi Gondkar * Aida Bozulan * Zaira Garcia * Chloe Nguyen | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* |  | |

**MEETING AGENDA**

1. Summary/Updates from Full Team Meeting
2. Modeling Progress
3. Timeline for goals

**MEETING NOTES**

| **Discussion Topic** | **Notes** |
| --- | --- |
| Modeling Progress | RF has been finished. LR and SVM have started with some road bumps, but we are looking to fix the problem using One-hot encoding or other techniques. |
| Presentation | When presenting models to our CA we must have the following in mind:  -Name the algorithm  -Give a high level overview as they are not familiar with all AI algorithms  -Explain what was done: what was the input, and output of the model. |
| December Presentations | Preparing the Google Slides to present |
|  |  |
|  |  |

**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
| Modeling to de done | Sakshi, Ashley, Aida | Oct 20, 2023 |
| Powerpoint/Google Slide Presentation | Nusaiba | Oct 20, 2023 |
|  |  |  |
|  |  |  |

# **Monthly Meeting #3: Challenge Advisor Meeting**

| **Meeting Date:** | Oct 20, 2023 | |
| --- | --- | --- |
| Meeting Time: |  | |
| Meeting Location: | Virtual | |
| Meeting Type: | Challenge Advisor Meeting | |
| Student Team Members: *(check box if in attendance)* | * Ashley Garcia Cervantes * Nusaiba Mahmud * Sakshi Gondkar * Aida Bozulan * Zaira Garcia * Chloe Nguyen | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* | Wenjie Wang | |

**MEETING NOTES**

| **Discussion Topic** | **Notes** |
| --- | --- |
| Accuracy of Model | Discussed accuracy of each model. Decided to go with RF because it has the highest percentage. |
| SVC | LOng runtime, probably will not be used. |
| Different Models | Wenjie suggested using other models to improve accuracy, but this was optional. |
| Presentation | Presentation examples, eCornell templates and modules. Look at examples of previous years. |
|  |  |

**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
| Presentation | Nusaiba | Oct 27, 2023 |
|  |  | Sep 15, 2023 |
|  |  | Sep 29, 2023 |
|  |  | Sep 29, 2023 |

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# **Monthly Meeting #4: AI Studio TA Meeting**

| **Meeting Date:** | Oct 26, 2023 | |
| --- | --- | --- |
| Meeting Time: | 3 pm | |
| Meeting Location: | Virtual | |
| Meeting Type: | AI Studio TA Meeting | |
| Student Team Members: *(check box if in attendance)* | * Ashley Garcia Cervantes * Nusaiba Mahmud * Sakshi Gondkar * Aida Bozulan * Zaira Garcia * Chloe Nguyen | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* | Timo | |

**MEETING AGENDA**

**MEETING NOTES**

| **Discussion Topic** | **Notes** |
| --- | --- |
| Models |  |
| Celebration at Accenture office on December 8th | quick overview of what we did during the semester |
| BTT presentations are virtual during the first week of December as well | Unsure of date yet |
| Presentation | tips |
|  |  |

**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
| Presentation | Nusaiba | Nov 6, 2023 |
|  |  | Sep 15, 2023 |
|  |  | Sep 29, 2023 |
|  |  | Sep 29, 2023 |