

MEETING MINUTES - Group 8

Date of Meeting: <8/10/2021>

Location: Zoom

Chair: Fan Zhang

Minutes Prepared By: David Wu

1. Purpose of Meeting

1. Present our progress and future work to the client and tutor
2. Obtain feedback for where and what could be improved for the final sprint

2. Attendance at Meeting

Fan Zhang -a1738078

David Wu- a1737845

Tianlei Qi -a1702131

3. Meeting Agenda

Overall Introduction – Fan Zhang

1. Summary of the last sprint
2. Work division for the current sprint

Replicated Methods Comparison – Fan Zhang & Tianlei Qi

1. Dataset Explanation – Fan Zhang
2. Method Performance Evaluation – Tianlei Qi

Future work- David

1. Plans to finalize our project before ingenuity

4. Meeting Notes, Decisions, Issues

Client/Tutor feedback

when presenting our project during ingenuity the objective is to sell our idea itself to others.

We should convince the audience that our research project is important and have them understand what we do and how our project is unique.

When evaluating the results we need to explain under what conditions do certain models perform better or worse.

5. Action Items

Action	Assigned to	Due Date	Status
Finalize our framework	Fan/Tianlei	15/10/2021	ongoing
Refine documentation	David	15/10/2021	ongoing
Add comments to code when needed	David	15/10/2021	ongoing
Refactor code on the repository	Fan/Tianlei	15/10/2021	ongoing

5. Next meeting time

22/10/2021