MEETING MINUTES - Group 8

Date of Meeting: <13/08/2021>   **Location:** Zoom   **Chair:** Fan Zhang

Minutes Prepared By: Fan Zhang

1. Purpose of Meeting

1. Demonstrate the current progress of our project
2. Demonstrate the challenges we have overcome during the last two weeks
3. Demonstrate the work division and understanding of the two papers
4. Get the feedbacks from the client and tutor

2. Attendance at Meeting

Fan Zhang -a1738078

Siqi Sun -a1752383

David Wu- a1737845

Tianlei Qi -a1702131

3. Meeting Agenda

https://github.com/arpit2412/g8-serp2021/blob/main/agenda/S2/Week2_ProjectB_Agenda.docx

4. Meeting Notes, Decisions, Issues

1. **Client is happy with our repair of the model preservation problem**
2. **Client suggested to include the paper: "RepresentationsLearningFromMulti_domain" into our scope**
3. **Decided to have a meeting on Saturday for the retrospective report**
4. **Would get notes from our tutor to improve our next client meeting**
5. **Generate the gantt chart for the semester 2**
6. **Include the time consumption when training the model**

5. Action Items

Action	Assigned to	Due Date	Status
Complete the code for the SCDAN method	Siqi Sun & David Wu	27/08/2021	In progress
Complete the methods mentioned in Paper 2	Fan Zhang & Tianlei Qi	13/08/2021	Done
Train the dan model on local machine and compare the results	Fan Zhang & Tianlei Qi	13/08/2021	Done
Train the dual-dan model on local machine and compare the results	Fan Zhang & Tianlei Qi	27/08/2021	In progress
Run the left 4 data combinations within paper"dual-dan"	Fan Zhang & Tianlei Qi	10/09/2021	In progress
Gantt chart	Fan Zhang	20/09/2021	In progress

5. Next meeting time   17/08/2021