# **MEETING MINUTES - Group 8**

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| **Date of Meeting:** <28/05/2021> | **Location:** Zoom **Chair:** Tianlei Qi |
| **Minutes Prepared By:** Tianlei Qi | |
| **1. Purpose of Meeting** | |

From the feedbacks of last client meetings, we have clear goals of current stage:

1. Clarify the Project Scope and confirm with client.

2. Successful replicate all the methods mentioned in one paper. Based on the paper description, reproduce the experiment and verify the result with paper result. Also, validate the credibility with other datasets.

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| **2. Attendance at Meeting** |
| Fan Zhang -a1738078  Siqi Sun -a1752383  David Wu- a1737845  Tianlei Qi -a1702131 |
| **3. Meeting Agenda** |

1.Progress presentation **(first 30 mins)**

Part 1: Project Scope Presentation

Part 2: Paper Replication Progress and Result

2.Get feedbacks about the current progress and ask question about the current stage of work. Verify our approaches and clarify the goal of next stage **(the rest 15 mins)**

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| **4. Meeting Notes, Decisions, Issues** |

1. Project scope is clear now. However, the issue raised by Client is that our project selection should not only in one team. It is better involving projects from other authors/teams.
2. We should use other dataset to valid the method of the paper.
3. Prepare the final presentation from now.

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| **5. Action Items** | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Fan Zhang | Find other datasets | 04/06/2021 | In progress |
| Siqi Sun | Github Description | 04/06/2021 | In progress |
| David Wu | Github Description | 04/06/2021 | In progress |
| Tianlei Qi | Find other datasets | 04/06/2021 | In progress |

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| **5. Next meeting time 09/05/2021** |

04/06/2021 1:00p.m.