Minutes Template

|  |  |
| --- | --- |
| Subject: | COMP90051 Statistical Machine Learning |
| Group name/ identifier | team33 |
| Meeting Location, Date & Time | Zoom, Aug 24th, 16.15 |
| Group members present | Chi Yin Wong, Brendan Ho, Qu Yuze |
| Apologies |  |

# Actions from previous meetings

|  |  |  |
| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
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# Items discussed and decisions made

|  |  |
| --- | --- |
| **Item** | **Decision (if applicable)** |
| Ideas for what to do |  |
| What to research, how to handle class imbalance, types of models to use |  |
| Group agreement | Agree |
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# Agreed actions from this meeting

|  |  |  |
| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
| Go do research on these topics | Everyone | Aug 27th |
| Read project spec carefully | Everyone | Aug 27th |
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# Next meeting

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| --- | --- |
| Location | Zoom |
| Date & Time | Aug 27th 16.15 |
| Goals | Discuss research + start writing some code |

Minutes Template

|  |  |
| --- | --- |
| Subject: | COMP90051 Statistical Machine Learning |
| Group name/ identifier | team33 |
| Meeting Location, Date & Time | Zoom, Aug 27th, 16.15 |
| Group members present | Chi Yin Wong, Brendan Ho, Qu Yuze |
| Apologies |  |

# Actions from previous meetings

|  |  |  |
| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
| Research | Everyone | Y |
| Project Spec | Everyone | Y |
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# Items discussed and decisions made

|  |  |
| --- | --- |
| **Item** | **Decision (if applicable)** |
| Code and resources |  |
| Research discussion |  |
| Sharing ideas |  |
| Next meeting available time |  |
|  |  |

# Agreed actions from this meeting

|  |  |  |
| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
| Start coding | Everyone | Sept 9th |
| Class imbalance problem | Chi Yin Wong | Sept 3rd |
| Sequential modelling | Qu Yuze | Sept 3rd |
| Other potential classifiers | Brendan Ho | Sept 3rd |
|  |  |  |

# Next meeting

|  |  |
| --- | --- |
| Location | Zoom |
| Date & Time | Sept 3rd16.15 |
| Goals | Share code and start submitting files to Kaggle, see if there are any models we can eliminate for sure |

Minutes Template

|  |  |
| --- | --- |
| Subject: | COMP90051 Statistical Machine Learning |
| Group name/ identifier | team33 |
| Meeting Location, Date & Time | Fri Sep 3rd |
| Group members present | Chi Yin Wong, Brendan Ho, Qu Yuze |
| Apologies |  |

# Actions from previous meetings

|  |  |  |
| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
| Class imbalance problem | Chi Yin Wong | Y |
| Sequential Modelling | Qu Yuze | Y |
| Other potential classifiers | Brendan Ho | Y |
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# Items discussed and decisions made

|  |  |
| --- | --- |
| **Item** | **Decision (if applicable)** |
| Models to explore – sequential modelling (Keras), random forest, ADA Boost | Agree |
| Class imblance – Oversampling, undersampling, SMOTE, Tomek | Agree |
| Code and keep in touch | Agree |
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# Agreed actions from this meeting

|  |  |  |
| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
| Submit some prediction on Kaggle | Everyone | Sep 9th |
| Start writing for the report | Everyone | Sep 10th |
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# Next meeting

|  |  |
| --- | --- |
| Location | Zoom |
| Date & Time | Sep 9th |
| Goals | Report Discussion |

Minutes Template

|  |  |
| --- | --- |
| Subject: | COMP90051 Statistical Machine Learning |
| Group name/ identifier | team33 |
| Meeting Location, Date & Time | Thurs Sep 9th |
| Group members present | Chi Yin Wong, Brendan Ho, Qu Yuze |
| Apologies |  |

# Actions from previous meetings

|  |  |  |
| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
| Finish model | Everyone | Y |
| Submit model | Everyone | Y |
| Writing for report | Everyone | Y |
|  |  |  |
|  |  |  |

# Items discussed and decisions made

|  |  |
| --- | --- |
| **Item** | **Decision (if applicable)** |
| Finish and submit Kaggle prediction | Agree |
| Finish report | Agree |
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# Agreed actions from this meeting

|  |  |  |
| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
| Finish Report | Everyone | Sep 9th |
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# Next meeting

|  |  |
| --- | --- |
| Location | None |
| Date & Time | None |
| Goals | End of Project |