**CE901 (MSc Final Project): Template for Minutes of Meetings**

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Date & time of meeting: 23rd April, 2021

Place of meeting: Zoom Meeting

Student present:

* Kazeem Shitu

Name of Project Supervisor for this meeting:

Dr Renato Cordeiro de Amorim

Name of secretary for this meeting:

Kazeem Shitu

Are the minutes of the previous meeting agreed as a correct record (after correction of matters of fact)?

* All facts and requirement were not accomplished from the last meeting

List any corrections of matters of fact here:

* Student doesn’t know the approach to use to remove datapoint with noise.

Review all actions agreed at previous meeting and record how far individual responsibilities have been fulfilled.

* Individual responsibility has been assigned in this meeting

Where individual responsibilities have not yet been fulfilled within the agreed timescale, list (for each responsibility) the reasons given:

* Individual responsibility has not been fulfilled in this meeting.

New matters discussed:

- Remove the datapoint/rows with noise (i.e., -1) from the dataset.

Issues/problems to be reported to project supervisor:

* Supervisor demonstrated how to remove a data point with noise in a practical setting (-1)

List all actions requiring attention (i.e., those uncompleted actions from the previous meeting and all actions agreed at the present meeting), the agreed timescale for completion of each one and who is responsible for each one (including setting an agenda for the next meeting and writing the minutes of the present meeting). *Uncompleted actions from the previous meeting should be the first on this list*:

* Try to remove noise using DBSCAN and recalculate the number of clusters.

Record here the agreed chairperson, secretary, date, time and place of next formal meeting:

* Next Meeting: 21st of May 2021
* Supervisor: Amorim, Renato.
* Secretary: Kazeem Shitu