**CE902 (MSc Final Project): Template for Minutes of Meetings**

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Date & time of meeting: 2nd 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 accomplished from the last meeting

List any corrections of matters of fact here:

* I was able to use IK-means on my own scaled dataset.
* Silhouette score obtained were very poor.

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 been fulfilled in this meeting.

New matters discussed:

- Try to implement IK-means on your dataset to improve the score of your silhouette score.

- If you are unable to apply IK-means, you should experiment with alternative clustering algorithms to see if they improve your silhouette score. (9th April, 2021)

Issues/problems to be reported to project supervisor:

* No issue reported this week.

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*:

* No incomplete tasks

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

* Next Meeting: 2nd of April 2021
* Supervisor: Amorim, Renato.
* Secretary: Kazeem Shitu