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

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Date & time of meeting: 17th February 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)?

- Supervisor shared an article on clustering to study.

- Dataset should be normalized before the next meeting (3rd March, 2021)

- All requirement were accomplished from the last meeting

List any corrections of matters of fact here:

* None

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

* First 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:

* First individual responsibility has been assigned in this meeting.

New matters discussed:

- Continue reading the Clustering text book up to chapter three.

- Make time for yourself to meetup with your deadlines.

Issues/problems to be reported to project supervisor:

* Dataset should be normalized by next week. (3rd, March, 2021)

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: 3rd of March 2021
* Supervisor: Amorim, Renato.
* Secretary: Kazeem Shitu