Minutes Template

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| Subject: | COMP90051 Statistical Machine Learning |
| Group name/ identifier | Group 14 |
| Meeting Location, Date & Time | Zoom, 31/08/2020, 14:30 |
| Group members present | All |
| Apologies |  |

# Actions from previous meetings

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

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| **Item** | **Decision (if applicable)** |
| Team introduction |  |
| Communication grounds | WhatsApp and bi-weekly zoom meetings. |
| File archive | GitHub  <https://github.com/dvn14/SML_Group_14.git> |
| Kaggle sign-up |  |
| Thoughts on the assignment |  |
| Group Agreement Submission |  |

# Agreed actions from this meeting

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| **Task** | **Who is responsible** | **Deadline** |
| Look into approaches | All | 02/09/2020 |
| Data insights | All | 02/09/2020 |
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# Next meeting

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| --- | --- |
| Location | Zoom |
| Date & Time | 02/09/2020, 14:30 |
| Goals | Discuss approaches and data insights. |