**CE903/913 (MSc Group Project): Team 12**

(all text boxes will automatically re-size, according to the amount of text entered)

Date & time of meeting:

27/01/2022 6:30PM

Place of meeting:

Zoom

Group members present:

BUZINA ESPOIR MURHABAZI mb21687

RODRIGUEZ ALBA ANA LAURA ar21359

FAMUYIWA OLASUBOMI OMOTENIOLA of21233

OLABIYI AYODELE ao21876

SERRATO JUAN CARLOS js21339

JOSEPH GEORGE ZUBIN gj21105

Group members absent but who explained their absence before the meeting (list given reason(s) for absence against each name):

All other group members (that is, those not listed in the previous two boxes):

CHAVDA ARPITA DIGVIJAYSINH ac21142

Name of chairperson for this meeting:

BUZINA ESPOIR MURHABAZI mb21687

Name of secretary for this meeting:

OLABIYI AYODELE ao21876

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

* Set up another meeting this week 6:30pm on Thursday - Done
* Team should learn how to make pull and merge request on Gitlab and - Ongoing
* Meetings would be lead by different individuals and everyone should plan to lead - Ongoing
* Share timeframe in lecture and links to approach to solve the project - Done

List any corrections of matters of fact here: N/A

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

N/A

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

New matters discussed: N/A

* Discussed how to collaborate on the team project
* Discussed the approach for the Image Clef task
* Discussed the 4 aspect of the project
  + Introduction
  + Requirement analysis and specification
  + Testing scheduling
  + Project planning
* For the introduction, we planned to discuss the Image Clef task and basically what it is about
* For Requirement and analysis, we plan to discuss the high level approach and diagram. In this section we would discuss about the data.
* For Testing scheduling, we plan to build test cases, discuss about the evaluation metrics (Bleu and F1 score). Here we would test in streams

Issues/problems to be reported to project supervisor:

N/A

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*:

* Send the minutes to the group and everyone to review – All
* Collaborate and work on the 4 aspects discussed - All
* Each person should work on providing input to the 4 aspects discussed- All

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

1st February 2022, 9:00AM