

Discussion of Team Management

Our team chose to prioritise equal contribution amongst team members and chose not to assign anyone as an official team leader in the hope that each team member would contribute when required. The discussions in meetings were open for any team member to contribute to. The only meeting that was formally facilitated was the planning day that was facilitated by Harry. Our team had regular communication through a messenger chat and weekly meetings to ensure that each team member was engaged in their required tasks and had support if required. Due to each team member's distance from each other and opposing working schedules the team decided that it would be difficult to complete any tasks in person as a group. This did not make allocating tasks to team members difficult in any assignments such as reports, presentations, the user guide, and the test guide. However, our team had to carefully plan how to allocate components of our project equally and so that each team member could always work on their component of the project without having to wait for another team member to have completed their task.

Allocation of tasks to members

Across the whole semester we aimed to allocate tasks to each team member equally. For all the assessment tasks, we divided tasks according to the marks each task has. The one exception was for the final report, where we combined the test report, user guides, final report and management report. For example if one team member did the test report, they had less expected of them for the final report.

Interim presentation:

Harry: Part 2, 3, 10

Daniel: Part 4, 5, 6, 7

YunHao: Part 8, 9, 11, 12, 13

Project Management Report:

Daniel: Part 1, 2, 3c, 4, 6

Harry: Part 3a, 3bi, 3bii, 5

YunHao: 3d, 3e, 3f

Code Demonstration:

Harry: Part 1

YunHao: Part 2, 3

Daniel: Part 4

User Guides:

Harry

Test Report:

Daniel

Management Report:

Daniel: Part 3, middle 3 minutes

YunHao: Part 2, last 3-5 minutes

Harry: Part 1, first 4 minutes

Final Presentation:

Daniel: Introduction/Project Background, Project Management and methodology, Methodology used.

Harry: Project Outcome

YunHao: Software deliverables, General Discussion and further work

Final Report:

Daniel: Part 3, 5

YunHao: Part 6, 7

Harry: Part 1, 2, 4, conclusion

With respect to the actual project software we also had relatively equal divisions. For data wrangling and implementing machine learning algorithms, all team members completed their attempts separately. We then compared the results and chose the best performing method/algorithm. For the web app, Harry completed applying lime and a prototype of the web app with sign in and sign up page. Daniel made each user access their own storage place and completed the history page and file upload page. YunHao completed the analysis page with the lime page.

A significant problem we encountered is that since all team members attempted the same parts, we sometimes couldn't fully proceed onto the next task until everyone completed their attempts. Due to external commitments, sometimes parts took longer than initially expected. In order to cope with this problem, we included some buffer time when we planned out the dates for each of the tasks. This prevented us from rushing through the tasks to catch up with the planning.

Reflection on Team Management Success or difficulties

The management of our team was relatively straightforward and effortless in most cases. We were able to coordinate efforts precisely on objects, simply by discussing how we should separate each part of the project. Every member of the team was always cooperative and open to allocations and we didn't have difficulty with people volunteering for different tasks in the project. Whenever members had to delay their contribution to a component of the project, we were able to plan around the delay and find ways for the other members to contribute in the meantime. When members became busy for meetings they were required to attend, we were able to reschedule to later in the same week or the start of the following week. These delays and unexpected meeting time changes were easy to handle as a result of our overarching project timeline. We gave ourselves a good amount of additional time for all sections of the

project, making small delays relatively insignificant. The large amount of time spent mapping out our project timeline in our week 2 meeting meant that we always knew the direction and spacing of the components of our project for this semester.

Meeting Minutes Week 2

Date: 1st of August, 2022

Opening:

The meeting was called to order at 4:00pm, it was held over Zoom, and all team members were asked to attend.

Present:

Harry Lawson, Daniel Clark, Li Yunhao

Absent:

None

Discussion from the previous meeting:

Yunhao said that the team should have weekly meetings on Monday or Tuesday.

Harry raised that the team required a planning day for the next meeting.

Activities:

- Project timeline created in ProjectLibre.
- Project tasks allocated in Trello

Discussion:

Harry raised that our team needed to revisit the project timeline created in semester one and adjust it for this semester.

Harry offered to create the Trello page during the meeting.

Daniel raised that each team member should implement their own machine learning algorithm and that we should choose the best performing algorithm.

Harry raised that a team member needed to set up the GitHub repository.

Daniel offered to set up the GitHub repository.

Harry raised that the final code should be completed by the 30th of September.

Yunhao raised that we should allocate more time than originally planned for the software development component of the project.

Daniel raised that he expects to be busy in week 3 and we should adjust his tasks accordingly.

Yunhao raised that he expects to be busy in week 4 and we should adjust his tasks accordingly.

Harry raised that next week's meeting can be used to allocate tasks for the interim presentation and report.

Adjournment:

The meeting was adjourned at 5:30pm by Harry and the next meeting was planned for the 8th of August at 4:00pm.

Minutes submitted by:

Harry Lawson

Meeting Minutes Week 3

Date: 8th of August, 2022

Opening:

The meeting was called to order at 4:05pm, it was held over Zoom, and all team members were asked to attend.

Present:

Harry Lawson, Daniel Clark, Li Yunhao

Absent:

None

Discussion from the previous meeting:

Discussion regarding project timeline.

Daniel offered to create a GitHub repository.

Harry suggested allocating tasks for the interim report and presentation for this meeting.

Activities:

- Assigned tasks for the interim report and presentation for this meeting.
- Daniel showed the team the GitHub repository.
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New Discussion:

Harry raised that he will do points 2, 3, and 10 in the presentation.

Yunhao stated that he will do points 8,9,11,12, and 13 in the presentation.

Daniel stated that he will do points 4, 5, 6, and 8 in the presentation.

Harry raised that he will do 3a and 3b in the interim report.

Yunhao stated that he will do 3c, 3d, and 3e in the interim report.

Daniel stated that he will do 1, 2, 3f, 4, and 5 in the interim report.

Yunhao said that he was unavailable for a meeting next Monday.

Daniel suggested to move the meeting to Tuesday next week.

Adjournment:

The meeting was adjourned at 4:30pm by Harry and the next meeting was planned for the 16th of August at 4:00pm.

Minutes submitted by:

Harry Lawson

Meeting Minutes Week 4

Date: 16th of August, 2022

Opening:

The meeting was called to order at 4:00pm, it was held over Zoom, and all team members were asked to attend.

Present:

Harry Lawson, Daniel Clark, Li Yunhao

Absent:

None

Discussion from the previous meeting:

Allocated roles for upcoming interim presentation and report.

Activities:

- None.

New Discussion:

Daniel stated that he had not had time to work on either interim presentation or report due to having a busy week in week 3.

Harry stated that he had created a dataset for the project.

Harry reminded the group that each team member was expected to have created a dataset by the 23rd of August.

Howard stated that it was unlikely his dataset would be ready until the 27th.

All team members agreed that this was okay and would not delay the project.

Howard suggested having a meeting one hour before the presentation on the 22nd of August to practice the presentation in person.

Adjournment:

The meeting was adjourned at 4:25pm by Harry and the next meeting was planned for the 22nd of August at 1:00pm.

Minutes submitted by:

Harry Lawson

Meeting Minutes Week 5
Date: 22nd of August, 2022

Opening:

The meeting was called to order at 1:00pm, it was held at Monash University, and all team members were asked to attend.

Present:

Harry Lawson, Daniel Clark, Li Yunhao

Absent:

None

Discussion from the previous meeting:

A new date for the PhysioNet datasets to be created was proposed for Howard due to his busy schedule in week 4.

The team planned to practice the interim presentation during this meeting.

Activities:

- The team practised our presentation 4 times before class.

New Discussion:

The group decided that Daniel should control the slides during Harry's component of the presentation and that Harry should control the slides during the rest of the presentation as he was presenting first.

Daniel reminded the team that our wrangled datasets were due this week and to have them prepared by at least the next meeting to discuss them.

Howard and Harry stated that he will finish the interim report by Thursday the 25th of August to give Daniel time to proofread their parts and submit the report.

Adjournment:

The meeting was adjourned at 1:55pm by Harry and the next meeting was planned for the 29th of August at 3:00pm.

Minutes submitted by:

Harry Lawson

Meeting Minutes Week 6

Date: 29th of August, 2022

Opening:

The meeting was called to order at 3:00pm, it was held over Zoom, and all team members were asked to attend.

Present:

Harry Lawson, Daniel Clark, Li Yunhao

Absent:

None

Discussion from the previous meeting:

Project Management report progression.

Interim report practice.

Activities:

- None

New Discussion:

Harry reminded the group that we needed to choose our best performing machine learning algorithm next week, and explained that he has begun testing a specific model already.

Daniel stated that he had made good progress on his machine learning model testing and had started trying out models and comparing their accuracies.

Howard explained that he hadn't yet started his model testing, but was confident that he will be able to by the next meeting.

The group agreed to decide on the best model in the following week.

Adjournment:

The meeting was adjourned at 3:55pm by Daniel and the next meeting was planned for the 6th of September at 4:00pm.

Minutes submitted by:

Daniel Clark

Meeting Minutes Week 7
Date: 6th of September, 2022

Opening:

The meeting was called to order at 4:00pm, it was held over Zoom, and all team members were asked to attend.

Present:

Harry Lawson, Daniel Clark, Li Yunhao

Absent:

None

Discussion from the previous meeting:

Model testing needs to be completed.

Activities:

- None.

New Discussion:

Harry suggested that we show our respective model accuracies (via f1 scores).

The group compared accuracies, and decided that Harry's best machine learning model was the best one to proceed with.

Howard mentioned that we needed to figure out how to use Django so that we can all work on the web application together starting from next week's meeting.

Daniel suggested that we have our meeting in a week's time and that we also look into LIME in the meantime.

Harry provided the group with a video series from which to learn Django, ensuring the group is all on the same page by next meeting.

Adjournment:

The meeting was adjourned at 4:35pm by Harry and the next meeting was planned for the 13th of September at 4:00pm.

Minutes submitted by:

Daniel Clark

Meeting Minutes Week 8
Date: 13th of September, 2022

Opening:

The meeting was called to order at 4:00pm, it was held over Zoom, and all team members were asked to attend.

Present:

Harry Lawson, Daniel Clark, Li Yunhao

Absent:

None

Discussion from the previous meeting:

Whole group needs to learn Django.

Activities:

- None.

New Discussion:

Harry suggested we use a simpler framework for the web application, Flask.

Howard and Daniel agreed that Flask appears to be easier to work with.

Harry presented the start of the web application to the group including file upload, and suggested that he could implement the sign up, sign in components.

Harry also showed an initial implementation of LIME.

Daniel suggested that he could make it so that each user of the application would have their own individual storage and could access previous analysis on demand.

Howard suggested that he could make the analysis sections of the web application.

The group agreed on the allocations, and set the due date for the following meeting.

Adjournment:

The meeting was adjourned at 4:55pm by Howard and the next meeting was planned for the 20th of September at 4:00pm.

Minutes submitted by:

Daniel Clark

Meeting Minutes Week 9
Date: 20th of September, 2022

Opening:

The meeting was called to order at 4:00pm, it was held over Zoom, and all team members were asked to attend.

Present:

Harry Lawson, Daniel Clark, Li Yunhao

Absent:

None

Discussion from the previous meeting:

Suggested to use Flask instead of Django

Assigned roles for the web application

Activities:

- None

New Discussion:

Daniel showed the individual storage place for each user

Daniel also showed the first version of the file upload page and history page.

Harry and Howard stated that the current implementation is very good

Howard stated that he may need more time for the analysis page

The group agreed for another meeting during the semester break

Adjournment:

The meeting was adjourned at 4:55pm by Harry and the next meeting was planned for the 27th of September at 4:00pm.

Minutes submitted by:

YunHao Li

Meeting Minutes Mid Semester Break 1

Date: 27th of September, 2022

Opening:

The meeting was called to order at 4:00pm, it was held over Zoom, and all team members were asked to attend.

Present:

Harry Lawson, Daniel Clark, Li Yunhao

Absent:

None

Discussion from the previous meeting:

Implementation of file upload page and history page

Activities:

- None

New Discussion:

Daniel showed the updated version of file upload page

Howard stated that the analysis page can be ready before Friday

The group agreed for an additional meeting on Friday to check the progress of the Analysis page but the presence of Daniel is not necessary.

Adjournment:

The meeting was adjourned at 4:45pm by Daniel and the next meeting was planned for the 30th of September at 3:15pm.

Minutes submitted by:

YunHao Li

Meeting Minutes Mid Semester Break 2

Date: 30th of September, 2022

Opening:

The meeting was called to order at 3:15pm, it was held over Zoom, and at least two team members were required to attend, with one of those members being Li Yunhao.

Present:

Harry Lawson, Li Yunhao

Absent:

Daniel Clark

Discussion from the previous meeting:

The implementation of sign up, login, history and file upload page

Activities:

- None

New Discussion:

Howard showed the first version of the analysis page

Harry raised that there should be more details on the analysis page

Harry suggested that there can be added a few columns comparing the actual and the predicted survival.

Howard agreed with the suggestion and stated that the new version of analysis page can be complete by the end of the day

Adjournment:

The meeting was adjourned at 3:45pm by Howard and the next meeting was planned for the 4th of October at 3:30pm

Minutes submitted by:

YunHao Li

Meeting Minutes Week 10

Date: 4th of October, 2022

Opening:

The meeting was called to order at 3:30pm, it was held over Zoom, and all team members were asked to attend.

Present:

Harry Lawson, Daniel Clark, Li Yunhao

Absent:

None

Discussion from the previous meeting:

Completion and improvements on analysis page

Activities:

- The team practised for code demonstration before class

New Discussion:

The group briefly allocated the tasks and what to say during the code demonstration
Harry suggested that he can do the analysis page part as he can explain it clearer
Howard agreed with the suggestion and agreed to explain the login and sign up part
Daniel agreed to explain the file upload and history page part.
Daniel mentioned that we should look at the specifics for the rest of the assignment soon.

Adjournment:

The meeting was adjourned at 3:55pm by Daniel and the next meeting was planned for the 11th of October at 4:00pm.

Minutes submitted by:

YunHao Li

Meeting Minutes Week 11

Date: 11th of October, 2022

Opening:

The meeting was called to order at 4:00pm, it was held over Zoom, and all team members were asked to attend.

Present:

Harry Lawson, Daniel Clark, Li Yunhao

Absent:

None

Discussion from the previous meeting:

The group should assign roles for the rest of assignments

Activities:

- Assigned task for test report, user guide, final presentation, team management report, and final report

New Discussion:

Daniel raised that the test report and user guide are hard to split up roles hence it is better to assign the full document to one person each

Daniel raised that he can do the test report

Harry raised that he will do the user guide

Howard stated that he can take up Software deliverables, General Discussion and further work part for the final presentation

Daniel stated that he can do Introduction/Project Background, Project Management and methodology, Methodology used part for the final presentation

Harry stated that he will do Project Outcome part of the presentation

Daniel raised that he will do Part 3, 5 for the final report and Part 3 and week 6, 7, 8 minutes for management report.

Harry stated that he will do Part 1, 2, 4, conclusion for the final report and Part 1, week 2,3,4,5 minutes for the management report.

YunHao stated that he will do Part 6, 7 for the final report and Part 2 week 9,10,11 minutes for the management report

Adjournment:

The meeting was adjourned at 4:55pm by YunHao and the next meeting was planned for the 18th of October at 3:30pm.

Minutes submitted by:

YunHao Li