REDBACK RACING NMP GROUP MEETING MINUTES

Minutes of meeting for_____

Date: 9/03/22 _____ Time: 20:30_____ Location: Online Meeting (Zoom)

Chairperson: __Faiyam Islam_____

Minute-Taker: _____Lynette Zhang_____

Document tabled: Google Docs_____

Present: ____Faiyam Islam, Klaus Leung, Lynette Zhang_____

Agenda Item	Key Points	Action	By Whom	When	Communication Strategy
Faiyam displaying the pre-processing of the data_0 folder	● Going through the python code ● Explaining the		Faiyam	8:30pm	Texting on messenger + updating what was completed
Plans for the next week	● Came up with possible relationships to explore ● Assigned tasks to do until next meeting	● Faiyam and Klaus will proceed with data analysis ● Lynette will get started on presentation (aesthetic & intro)	Faiyam, Klaus, Lynette	8:40pm	Updating tasks to be done,

Concluding Statements and Questions	● Final questions and clarifications		Faiyam, Klaus, Lynette	8:55pm	

REDBACK RACING NMP GROUP MEETING MINUTES

Minutes of meeting for_____

Date: 13/03/22 _____ Time: 13:30_____ Location: Online Meeting (Zoom)

Chairperson: __Faiyam Islam_____

Minute-Taker: _____Lynette Zhang_____

Document tabled: Google Docs_____

Present: ____Faiyam Islam, Klaus Leung, Lynette Zhang_____

Agenda:

- Discussing what was done since the last meeting.
- Talking about the presentation project plan.
- Assigning tasks to do before the next meeting.
- Concluding statements and/or questions.

Agenda Item	Key Points	Action	By Whom	When	Communication Strategy
The group going through what they've done	• Going through Klaus and Faiyam's individual python code • Showing Lynette's PPT progress		Faiyam, Klaus, Lynette	1:30pm	Texting on messenger + updating what was completed

Talking about the project plan	• Slides for the presentation • What to be discussed in the project		Faiyam, Klaus, Lynette	1:47pm	Zoom
Concluding Statements and Questions	• Final questions and clarifications		Faiyam, Klaus, Lynette	2:06pm	Zoom

REDBACK RACING NMP GROUP MEETING MINUTES

Minutes of meeting for_____

Date: 16/03/22 _____ Time: 8:35pm_____ Location: Online Meeting (Zoom)

Chairperson: __Faiyam Islam_____

Minute-Taker: _____Faiyam Islam, Klaus Leung_____

Document tabled: Google Docs_____

Present: ____Faiyam Islam, Klaus Leung_____

Agenda:

- Discuss the outcomes from previous meeting
- Assign certain tasks regarding data analysis
- Questions regarding which aspect needs to be emphasised on, for example the Lap count and speed of the vehicles
- Concluding statements and/or questions

Agenda Item	Key Points	Action	By Whom	When	Communication Strategy
● Faiyam talking about his work on lasso techniques in regression and other	● LASSO and ridge regression, these techniques were used to find the more important covariates to analyse	● Prior to next meeting, Klaus will complete the regression analysis and Faiyam will implement	● Faiyam, Klaus	● By next meeting, Sunday 20th	● Messenger if any issues arises between meetings

parts of the code he did	• Discussed about the presentation slides, in terms of aesthetics, what we have put in there so far and the layout in general • Discussed about where certain sections in the exploratory data analysis (EDA) should go - potentially in the results section or introduction??	LASSO and ridge regression analysis • Further machine learning techniques such as neural networks has been discussed however due to time constraints this potentially will be ignored			

REDBACK RACING NMP GROUP MEETING MINUTES

Minutes of meeting for_____

Date: 23/03/22 _____ Time: 8:35pm_____ Location: Online Meeting (Zoom)

Chairperson: __Faiyam Islam_____

Minute-Taker: _____Lynette Zhang_____

Document tabled: Google Docs_____

Present: ____Faiyam Islam, Klaus Leung, Lynette Zhang_____

Agenda:

- Discuss the outcomes from previous meeting
- Assign certain tasks regarding data analysis
- Questions regarding which aspect needs to be emphasised on, for example the Lap count and speed of the vehicles
- Concluding statements and/or questions

Agenda Item	Key Points	Action	By Whom	When	Communication Strategy
● The group discussed what was done since last meeting	● Klaus talked about the heat map and regression slides ● Faiyam talked about his slides	● For whole group: familiarise yourself with your own slides	● Faiyam, Klaus, Lynette	● 26th March	● Messenger if any issues arises between meetings