**Meeting Agenda and Minutes** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Title**: Project Kick-Off Meeting  
 **Date:06/10/2022**  
 **Time: 5:15 pm – 6:15pm**  
 **Attendees: Ahmad Asgharian Rezaei, Chengyang He, Huahu Wen, Yipei Liu, Yiyang Xie** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Item: result overview Allocated time: 30** minutes **Notes: Clear what we have**

**Item:** Communications **Allocated time: 20** minutes **Notes: Identify the jobs of each team member**

**Item:** Next Steps  
 **Allocated time: 10** minutes  
 **Notes:**

**Some changes to the final table.**

**Move the article title to the first column. For each of the columns add a flag column that shows whether the value is an actual value or a predicted value.**

**Some changes to the visualization. Use plotly to draw more clear figure that can show the actual and predicted points clearly.**

**For the writing:**

1. **Always add contextual discussion to the sections before jumping into the technical stuff.**
2. **Try to be mathematically rigorous by adding mathematical equations for the models**
3. **Use figures to explain the models and ideas**
4. **Use a head figure to show every step in your pipeline with the inputs and outputs to that step.**

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**Other items: Leader：yipei**

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