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

**Meeting Title**: Project Kick-Off Meeting  
 **Date:21/09/2022**  
 **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:**

**Making sure that you can show that the model works well for merging the tables is the key in your report.**

**If you can come up with three parameters of interest, where there are some tables with all of them with values, and there are some of them with one of the parameter without the value, then you can show how a ML model can be used to populate the missing data.**

**Everyone will right about 800 words in the report by the next week.**

**Even for two keywords, you can show that a model can be fitted and predict the depdent variable.**

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**Other items: Leade: Huahu \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**