**ROLE FOR GROUP 8 – CHAIR**

Week 5

Taken the role of chair after discussion with team mates.

Week 7

Duties as the chair for group 8: -

* Conducted weekly meeting on **28th February, 2020** from **11am to 12 noon**. The agenda points, previously stated, were discussed.
* Conducted 3 meetings in reading week on Google meet. The meetings were focused on division of task among team members, discussion of ideas related to the paper and the work done so far and editing and finalising the written drafts of the midterm essay by all team members. Date and time of the meetings were as follows – **4th March 2020** from **8 pm to 9 pm**, **6th March 2020** from **8pm to 9 pm**, **7th March 2020** from **8:30 pm to 9:30 pm**.

**Week 8**

Duties as the chair for group 8: -

* Had a short 30 minutes meeting on 16th March, 2020 from 8:30 pm to 9 pm on Google Meet.
* Agenda of the meeting: -

1. Discuss the next steps for the research after mid-term essay submission
2. Discuss the shortcomings of my group’s paper as gleaned from other papers read in peer reviews.

**Week 9**

Duties as the chair for group 8: -

* Had a 1-hour meeting on 21st March, 2020 from 11 am to 12 noon on Google Meet.
* Agenda of the meeting: -

1. Discuss the improvements needed in the paper as gleaned from peer reviews.
2. Discuss the next steps for the research and divide work among team members.
3. Discuss the dataset to be used for the project.

Duties as a fill-in recorder for group 8: -

Recorded Minutes of meeting: -

* Team has to read papers mentioned in literature review related to figure out what methodologies fit our work in the best way.
* Team members have to figure out what features to be extracted and tools to use to extract these features for our work.
* Work divided as follows: -

1. Sneha: word n-gram
2. Kanika: NELA
3. Utkarsh: Lexicon features
4. Esmond: Style, Vocabulary, and Readability

* Discussed the dataset. There are total 451 records for fragment wise propaganda classification, not 60k.
* Discussed peer reviews and decided to get back to this after final draft of the paper is ready.

**Week 10**

Duties as the chair for group 8: -

* Group 8 did not meet this week for discussion of project work as was agreed mutually by all team members.

**Week 11**

Duties as the chair for group 8: -

* Group 8 did not meet this week for discussion of project work as was agreed mutually by all team members.
* Meetings will happen in week 12 to finish off the project. Agenda is to discuss work done so far, comparing results, improvement of results, task division for final essay.

**Week 12**

Duties as the chair for group 8: -

* Group 8 met twice this week for 6 hours each day to get together and finish the final research paper.