CE903/913 (MSc Group Project): Template for Minutes of Group Meetings

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Date & time of meeting: 14th June 2022 1:00 PM

Place of meeting: Zoom Meeting

Group members present: Karan Bhatt, Dhaval Patel, Ashish Gajera, Vatsal Trivedi, Vipul Barot, Muhammad Umair Niaz.

Group members absent but who explained their absence before the meeting (list given reason(s) for absence against each name):

All other group members (that is, those not listed in the previous two boxes): Parth Patel

Name of chairperson for this meeting: Dhaval Patel

Name of secretary for this meeting: Karan Bhatt

Are the minutes of the previous meeting agreed as a correct record (after correction of matters of fact)? yes

List any corrections of matters of fact here:

Review all actions agreed at previous meeting and record how far individual responsibilities have been fulfilled.: Check Train model with present.py, Flask intercommunication with python and make app.py, Introduction & Summarization web page connection establish with flask.

Where individual responsibilities have not yet been fulfilled within the agreed timescale, list (for each responsibility) the reasons given: Find Tokenizer Server for Web application platform to launch. – Vipul, Niaz, Dhaval Patel

New matters discussed: Dhaval Patel & Karan Bhatt – Check Train model with present.py
Ashish Gajera & Vatsal Trivedi – Flask inter-communication with python and make app.py
Muhammad Umair Niaz & Ashish Gajera – Web page connection establish with flask
All - Reporting of work to team leader

Issues/problems to be reported to project supervisor: Couldn't update Jira as parth patel was not responding.

List all actions requiring attention (i.e., those uncompleted actions from the previous meeting and all actions agreed at the present meeting), the agreed timescale for completion of each one and who is responsible for each one (including setting an agenda for the next meeting and writing the minutes of the present meeting). *Uncompleted actions from the previous meeting should be the first on this list*:
Vipul Barot, Niaz & Dhaval Patel – Find Tokenizer Server for Web application platform to launch (Uncompleted)
Find Tokenizer Server for Web application platform to launch. – Vipul, Niaz, Dhaval Patel

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Record here the agreed chairperson, secretary, date, time and place of next formal meeting: 16th June 1:00-2:00 PM Zoom Meeting.