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

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Date & time of meeting: 16th May 2022 4:00 PM

Place of meeting: Zoom meeting

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

Group members absent but who explained their absence before the meeting (list given reason(s) for absence against each name): Muhammad Umair Niaz as he was not in our group during first week

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.: Research Paper Search, Flow chart Design, making list and Installing required software's and environment on each members device

Where individual responsibilities have not yet been fulfilled within the agreed timescale, list (for each responsibility) the reasons given: NaN

New matters discussed: SimpleT5 Learn and use to train Dataset of arxiv.org, Flask learn, CSS design for Webapp, Webpage Design, Reporting of work to team leader.
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*:
Dhaval Patel & Karan Bhatt – SimpleT5 Learn and use to train Dataset of arxiv.org
Ashish Gajera & Vatsal Trivedi – Flask learn
Vipul Barot – CSS design for Webapp
Muhammad Umair Niaz – Webpage Design
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),

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Record here the agreed chairperson, secretary, date, time and place of next formal meeting: 19th May 2:00-4:00 PM Zoom Meeting