

Minutes Template

Subject:	MAST90107
Group name/ identifier	Group 22
Meeting Location, Date & Time	ZOOM, 18/10/2021, 13.00-14.30 (Melbourne Time)
Group members present	Team Member: Xin Wei, Chao Jia, Wei Li, Andrew Stringer

1 Items discussed and decisions made

Item	Decision (if applicable)
Final Report structure and loigc	

2 Agreed actions from this meeting

Task	Who is responsible	Deadline
Linear modeling	Andrew	25/10
Classification modeling	Wei	25/10
Financial data in presentation and processing	Chao & Xin	25/10
Climate data in presentation and processing	Xin & Chao	25/10

3 Next meeting

Location	ZOOM
Date & Time	25/10/2021, 14.00 (Melbourne Time)
Goals	