

Minutes Template

Subject:	MAST90107
Group name/ identifier	Group 22
Meeting Location, Date & Time	ZOOM, 24/8/2021, 10.00-10.30 (Melbourne Time)
Group members present	Supervisor: Ziad Team Member: Xin Wei, Chao Jia

1 Items discussed and decisions made

Item	Decision (if applicable)
Model selection	Divide time series model; One of the members focus on model
Meeting arrangement	Meet with Ziad and Laura separately

2 Agreed actions from this meeting

Task	Who is responsible	Deadline
Share update to every members	Chao	
Make a more detailed plan and assign specific task for each member		

3 Next meeting

Location	ZOOM
Date & Time	26/8/2021, 12.00 (Melbourne Time)
Goals	