Time: 1:30 - 2:30

Attendees: Pat, Rena, Justin and Joseph

**NEXT MEETING: 19/08/2025 9AM, Swanston Library**

**Agenda:**

1. Set a weekly meeting – Book a room
   1. Tentative schedule: **every Tues, 9am**
   2. Availability please write your availability
      1. Pat – Tues 9am-10:30; Wednesday – whole day, Friday – 2:30 onwards
      2. Justin – Tuesday 9am-3pm, Thursday 9am-3pm
      3. Rena – Tues 9-10:30, Thursday – after 4:30, Friday – before 4:30
      4. Brandon – Tues 9am-1:30pm Wednesday before 4:30pm, Thursday, Friday whole day
      5. Bay – Tues 9am-10:30, Wed-Fri after 4.00
2. **Project Ideas:**
   1. RMIT connect chatbot
      1. Can be Master's/Bachelor's Data science specific or ALL Courses
      2. Existing VAL chatbot doesn’t answer questions well.
      3. https://val.rmit.edu.au/
      4. Questions:
         1. What are the prerequisites of COSC2669
         2. https://www1.rmit.edu.au/courses/051636
   2. Healthcare – Mental Heath
3. **To Do (end of week)**
   1. Please check access to OneDrive Folder – check mail
   2. [@Justin Nguyen](mailto:S3943743@student.rmit.edu.au) to create a template for Milestone 1 – anyone can help
   3. [@Patricia Celon](mailto:S4119966@student.rmit.edu.au) for RMIT chatbot – check how long takes to scrape RMIT website
   4. @Everyone Brainstorm other domains and provide real datasets
   5. @Everyone complete Table Below for milestone 1 pls

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| Sudent ID | Name | Skills/Strengths | Planned Contribution for the next 3 weeks |
| s4119966 | Patricia Celon | Data Visualization  (Python, R, Power BI), Data Scraping (Python - HTML, PDF and word files), EDA, Cloud Computing (Azure, AWS), SQL (T-SQL, Spark SQL) | * Support the team in preparing Milestone 1 deliverables with clear documentation * Perform data scraping from the RMIT website for the chatbot knowledge base. * Help conduct EDA and data wrangling to assess dataset quality and structure. |
| s4134044 | Natchaya Chanbanchee | EDA, Python, R, Power BI, SQL | - Help doing EDA  - Support preparing documents |
| s3943743 | Justin Nguyen | Machine learning (Python – scikit-learn, NLP, embeddings, classification), Data visualisation (Python – matplotlib, seaboard; R – ggplot2, plotly), SQL (Azure, T-SQL), Strong and clear commpunication | * Create and maintain the template for Milestone 1 deliverables to ensure structured reporting * Support EDA and preprocessing on selected datasets * Contribute to brainstorming and evaluating project ideas * Assist in drafting documentation to align with assignment requirements |
| s4133194 | Khwar Nyo Thinn |  |  |
| s4144857 | Brandon Kok Zheng Tan | Data Visualisation/Analysis (Python, R,) | - Checking through assignment description/criteria to ensure every point has been considered  - Checking structure of report to ensure it meets with academic guidelines  - Any other help if needed, willing to learn new skills in order to support any task |
| s4057112 | Joseph Khai Zhe Lee |  |  |

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| Planned Contribution for the next 3 weeks |
| * Support the team in preparing Milestone 1 deliverables with clear documentation * Perform data scraping from the RMIT website for the chatbot knowledge base. * Help conduct EDA and data wrangling to assess dataset quality and structure. |
| * Help doing EDA * Support preparing documents |
| * Create and maintain the template for Milestone 1 deliverables to ensure structured reporting * Support EDA and preprocessing on selected datasets * Drafting documentation to align with assignment requirements |
| * Help in data wrangling and knowledge base preparation * Contribute to evaluation framework designs * Support team in reproducing and testing baseline Walert RAG pipeline * Provide any additional heip needed to support other tasks incuding learnign new skills |
| * Checking through assignment description to ensure every point has been considered * Checking structure of report to ensure it meets with academic guidelines * Any other help if needed, willing to new skills to support any task |
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