

Minutes Template

Subject:	COMP90051 Statistical Machine Learning
Group name/ identifier	T18
Meeting Location, Date & Time	Zoom
Group members present	Ruijie Gu, Hao Qian, Shihan Chen
Apologies	

1 Actions from previous meetings

Task	Who is responsible	Deadline

2 Items discussed and decisions made

Item	Decision (if applicable)
Discuss questions and set up team	

3 Agreed actions from this meeting

Task	Who is responsible	Deadline

4 Next meeting

Location	Zoom
Date & Time	09/09/2023
Goals	Attempt models

Minutes Template

Subject:	COMP90051 Statistical Machine Learning
Group name/ identifier	T18
Meeting Location, Date & Time	Zoom, 12/09/2023
Group members present	Hao Qian, Shihan Chen, Ruijie Gu
Apologies	

1 Actions from previous meetings

Task	Who is responsible	Deadline
RNN model	Hao Qian	
Logistic model	Shihan Chen	
RNN model	Ruijie Gu	

2 Items discussed and decisions made

Item	Decision (if applicable)
Discuss all these models and communicate how to improve it	

3 Agreed actions from this meeting

Task	Who is responsible	Deadline
Agree on trying different models	All members	

4 Next meeting

Location	Zoom
Date & Time	16/09/2023
Goals	Finalize models and start writing report

Minutes Template

Subject:	COMP90051 Statistical Machine Learning
Group name/ identifier	T18
Meeting Location, Date & Time	Zoom, 16/09/2023
Group members present	Hao Qian, Shihan Chen, Ruijie Gu
Apologies	

1 Actions from previous meetings

Task	Who is responsible	Deadline
Improve logistic regression model	Hao Qian	19/09
Improve logistic regression model	Shihan Chen	19/09
Improve RNN model	Ruijie Gu	19/09

2 Items discussed and decisions made

Item	Decision (if applicable)
Discuss final model for our team	Use logistic model
Discuss how to write report	Each member writes parts of report

3 Agreed actions from this meeting

Task	Who is responsible	Deadline
Brief Introduction to report	Shihan Chen	
Final approach of report	Hao Qian	
Alternative method of report	Hao Qian, Shihan Chen,Ruijie Gu	
Discussion	Hao Qian	

4 Next meeting

Location	
Date & Time	
Goals	