

MINUTES TEMPLATE

Meeting Location, Date & Time	ERC library, 2 nd Oct, 12p.m.
Group members present	Kejing Li, Wenxi Deng, Zhihe Ping
Group members absent	

1 Actions from previous meetings

Task	Who is responsible	Deadline
Confirm the machine learning models that will be used	Zhihe Ping	2 nd Oct
Confirm the tabular data pre-processing methods	Wenxi Deng	2 nd Oct
Confirm the image data pre-processing methods	Kejing Li	2 nd Oct

2 Items discussed and decisions made

Item	Decision (if applicable)
Discuss and confirm the input data for models	
Discuss the pre-processing methods	
Solve technique problems	
Allocate models, each member has one model to implement	

3 Agreed actions from this meeting

Task	Who is responsible	Deadline
Each member could run a model with results without hyperparameter tuning and cross-validation	All	4 th Oct

4 Next meeting

Location	Online Zoom meeting
Date & Time	4 th Oct
Goals	9p.m.