Meeting Minutes 3

Subject:	COMP90051 Statistical Machine Learning
Group name/ identifier	COMP90051-Project1-Team22
Meeting Location, Date & Time	Zoom Online Meeting 2020/09/11, 21:00~22:00 UTC + 10:00
Group members present	All Members Including: Yichao Xu, Xinglin Qiang and Shaohua Liu
Apologies	None

1 Actions from previous meetings

Task	Who is responsible	Deadline
Finishing remote computing environment setup.	Shaohua Liu	2020/09/05
Finishing Introduction part in the report.	Shaohua Liu	2020/09/09
(1) Finishing model optimization. (2) Finishing Environment Setup & Packages and Motivations & Model Comparisons in the report.	Xinglin Qiang	2020/09/09
(1) Finishing model evaluation. (2) Finishing Models' Evaluation and Conclusion part in the report.	Yichao Xu	2020/09/09
Updating the second Meeting Minutes.	Yichao Xu	2020/09/04

2 Items discussed and decisions made

Item	Decision (if applicable)
Modifying the report and making it better.	(1) Deleting unnecessary figures and descriptions. (2) Checking typos and grammar errors. (3) Adjusting format of the report.
Modifying code scripts and organizing all the files.	(1) Deleting redundant results files. (2) Commenting the code with details.
Organizing the results om Kaggle.	(1) Making detailed comment for each uploaded result. (2) Choosing the final assessed result.

3   Agreed actions from this meeting

Task	Who is responsible	Deadline
Modifying the report.	All Members	2020/09/14
Modifying code scripts and organizing all the files.	All Members	2020/09/16
(1) Finishing the Meeting Minutes 3. (2) Organizing all the Meeting Minutes, and upload them to the Canvas.	Yichao Xu	2020/09/16
(1) Organizing the results om Kaggle and making comments with details. (2) Choosing our final assessed result on Kaggle.	Xinglin Qiang	2020/09/16
Writing README and preparing for final submission.	Shaohua Liu	2020/09/16

4   Next meeting

Location	Zoom Online Meeting
Date & Time	2020/09/14 21:00 UTC + 10:00
Goals	(1) Finishing the report. (2) Finishing organizing the uploaded results on Kaggle. (3) Finishing modifying the scripts.