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 |

# Actions from previous meetings

|  |  |  |
| --- | --- | --- |
| **Task** | **Who is responsible** | **Deadline** |
| 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 |
|  |  |  |

# 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. |
|  |  |
|  |  |

# 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 |
|  |  |  |

# 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. |