

Meeting Notes - 15/08/25

Quick recap

Sarah, Viktor and Amaka discussed technical challenges and decided to proceed with reviewing the team contract despite having only three participants. They explored project options, discussed their backgrounds in AI and machine learning, and agreed to collaborate on a new project using Google Colab and Google Drive for sharing work. The team scheduled their next meeting for Tuesday and decided to move forward with just the three members, while discussing various administrative and technical aspects of their upcoming project.

Next steps

- Sarah to conduct research on the subject matter, gather references, and think about the problem space.
- Viktor to upload the dataset to Google Drive, create a Google Colab page, and perform exploratory data analysis.
- Amaka to research the subject matter and contribute to the research document.
- Sarah to create a Google Doc for research findings that everyone can contribute to.
- Sarah to upload the meeting summary to the Google Drive.
- All team members to meet on Tuesday, March 19th at 11:00 AM to discuss research questions and next steps.
- All team members to work on Track 1 for the project.

Summary

Project Planning for ML Track

Sarah and Viktor discussed the project's first track, which involves classical machine learning regression and clustering, and agreed it was the most straightforward approach. They decided to start by conducting research on the context and relevant questions, while simultaneously performing exploratory data analysis and familiarizing themselves with the dataset. They also considered the possibility of assigning roles, such as a project lead, but left it open for further discussion.

Collaborative Workspace Setup Discussion

Sarah and Viktor discussed setting up their collaborative workspace for a project. They decided to use Google Drive and Google Colab to share documents and run code, respectively. Sarah will focus on research and finding references, while Viktor will upload data to the shared drive and explore the dataset in Colab. They agreed to start by examining the data and column names, and to continue working on the project independently over the weekend before potentially coordinating further through Discord.

AI Project Collaboration Planning Meeting

The team agreed to collaborate on a new project, with Sarah and Amaka planning to research the subject matter while Viktor will examine the dataset. The team decided to use Google Colab for code sharing and Google Drive for documentation, and they agreed to communicate via Discord rather than Zoom due to scheduling constraints. They also discussed choosing Track 1 for their new project, noting it was the most straightforward option among the three available tracks.

AI Project Goals and Timeline

The team scheduled their next meeting for Tuesday at 11 AM GMT, with each team member planning to research and explore data over the weekend.