Team Management Report

The project as a whole was executed and managed exceptionally well by all team members, given the disadvantage of performing all work remotely, and progress went according to the management plan the team made at the end of the first half of 2020. Project stages were monitored by team members to ensure progress continued on schedule and onto the subsequent stage. As a team, we feel we did a commendable job controlling deadline risk while meeting milestones and maintaining our parallel studies. To ensure documents are submitted on time, it was important for the team to have regular and formalised conversation on schedule management and our team always started off early to be on schedule. Furthermore, the Asana tool prompted members with their allocated tasks and submission deadlines on a regular basis. Therefore, it was an extremely effective tool for avoiding and mitigating deadline risk.

There were a number of difficulties the team faced with the organisation and volume of shared documents, and parallel code management, on google team drive and GitHub repositories. Occasionally, addressing such issues consumed time that had been allocated to development, and we therefore decided to address this by, prior to the execution phase of the project, the Google Drive shared drive was created and organised in a hierarchy to ensure the proper organisation of project documentation. Further, a GitHub repository and relevant branches were created to better manage code for different stages of the project. Individual team members were then charged with uploading documents onto relevant platforms to help maintain weekly well-organised backups. In case of unexpected events where the files were lost, the platform ended up being the best backup option for our team. Additionally, team members always stayed one step ahead in the process. At the planning stage it was decided that we would start working with and processing the data before the start of the execution phase before decisions could be made about subsequent stages. Thus, planning for the stages pro-actively helped the team achieve tasks on schedule and allowed the team to properly explore options during stages such as feature selection, model choice and development, evaluation, etc.

The team also had the opportunity to learn about new project and development tools, improving individual member skills, researching abilities, etc. During the planning and execution phases of the project, members could improve our professional communication skills by engaging in technical discussions regarding algorithms, models, parameters, etc. in weekly meetings. The members learned how to use tools and techniques such as exploring RStudio, R-Shiny for user interfaces, lucid chart, and diagram modelling to create diagrams and charts for the project evaluation processes. With the use of these tools and skills, the team had the opportunity to present the project's progress to staff members at numerous stages throughout the project's life, including presentations regarding teamwork, project management, technical, research and storytelling abilities. Receiving the invaluable feedback (both positive and constructive) from project sponsors and our project mentor was a positive growth experience that could help the team achieve greater results for this project, but also would extend beyond the life of the project, and could help execute management mechanisms accordingly in future activities.

As members improved skills throughout the project, the main drive of progress came through weekly team meetings, especially during high production phases. Roughly, the team would discuss their ideas for current stages of the project in the meetings twice a week including the workshop meeting with staff, and the minute-taker would take notes from each meeting to ensure documentation was maintained and orderly.

In contrast, however, the team could have prepared meeting agendas in advance beyond a rough idea in mind to be discussed. Formally defined agendas for each meeting, if even formalised only a few days in advance, would have allowed team members more time to prepare materials and research prior to the meeting. This would have been particularly useful during meetings where pivotal crossroad decisions were made, such as model selections.

Individual members' knowledge and technical skills were probably the greatest variable to account for. The team worked diligently before each execution phase by proactively researching key tools or skills required for the next stage. At the planning stage, the team committed to researching the kinds of tools, skills, and knowledge that would be beneficial during the development phase. The team indeed focused on improving their programming skills in R as it was the primary language used. However, without knowing which of the crossroad decisions would be made it was difficult to encompass planning for all possibilities. Therefore, the team focused on researching and exploration of models and algorithms during the short breaks we could have. For example, none of the members had worked with SVM models before, but all research indicated that it was a strong contender for this particular dataset. Likewise, no one had experience with deploying the model onto a website, and none of the team are graphically inclined at all, but the team determined to use and learn R-shiny with relevant packages, and we made one sample user interface during the mid-semester break. Thus, we succeeded in managing the skills related risks, but it could have been better handled by knowing and learning about the potential models' concepts from the beginning. From the initial of project execution till the final deliverables of the project, team members took responsibilities of their tasks. They contributed their time, effort and work into all stages of the project which is the main reason the project could be deemed a success.

Allocated Tasks:

Luke: Preprocessing with well-written and reusable algorithms such that the dataset is compatible with any potential classification model; collating and cleaning code chunks to remain modular; testing and evaluating models; ensemble model development and testing.

Josh: Literature research; worked with neural network and support vector machine; developed algorithms for feature scoring and selection; developed the reusable model development algorithm; implemented fuzzy logic conversion for output; ensured error handling of user input.

Utkarsh: Random Forest and RFE research, development, and testing the model; developed feature selection and reduced feature set algorithms using RFE; developed sample UI, maintained and modified in response to testing; developed test cases for error handling user input.

2. Meeting Minutes:

Meeting no: 1
Date: 07/08/2020
Time: 8:00 am
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke, Afi
Absent: -

Chairperson: -

Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Review previous meeting minutes and project proposal document	**I**	Team	N/A	Discussion and catch up with team-members
2	Meeting with tutor/supervisor to discuss the scope and deadline of the project	**I**	Team	N/A	Reviewed and understood the feedback of project proposal by tutor
3	Scheduling the next meeting for the project platforms setup	**A**	Team	Week-2 workshop	Project platforms such as Github, Google Drive, etc to be organized
4	Setting up the zoom link for meetings with staff every week	**A**	Joshua	During Workshop	Zoom link shared to connect with staff
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Meeting no: 2
Date: 14/08/2020
Time: 8:00 am
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Discussed the flow map or process of the project	**I**	Team	N/A	The steps of the project briefly looked over
2	Deciding on what to achieve by the end of this week	**A**	Joshua	By Sunday of the next week	Trying and experimenting classification models on the dataset
3	Setting up the project platform on Github with the team	**A**	Joshua, Utkarsh	By next meeting	Initial branches created on Github and trial files to be uploaded
4	Starting with Programming language R to be used for implementation	**I**	Team	N/A	R works best for classification models
5	Retrieving the dataset from the last semester	**A**	Luke	By next meeting	Dataset of Sani
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Meeting no: 3
Date: 17/08/2020
Time: 3:30 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Github team environment commencement	**I**	Team	N/A	Initial trial R files such as data importation, cleaning etc have been submitted to Github
2	Getting to know the data and playing around it	**A**	Team	By next workshop	To check the summary of the data
3	Basic data wrangling and pre-processing	**A**	Joshua, Utkarsh	By next week	Completing tasks with documentation and commenting
4	Decided models to be implemented for experimentation	**A**	Team	By next week	Regression, NN, Decision Tree, SVM, Bayes (NB), Random Forest.
5	Feature selection provisional models to be implemented decided from literature review	**I**	Team	N/A	AIC, BIC etc
6	Research of more datasets to train the models on	**A**	Luke	By next 2 weeks	More datasets required to make sure models are robust and can provide great accuracy.
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Meeting no: 4
Date: 21/08/2020
Time: 8:00 am
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke, Afi, Daniel
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Meeting with the teaching staff to discuss the progress	**I**	Team	N/A	Discussed with Daniel on what we have done so far and what we are planning to do in near future
2	Setting up the Asana project tool to track the project	**A**	Utkarsh	By next workshop	To keep the shared documents safe
3	Learning the svm model	**A**	Team	By mid-semester break	One of the models needs to be learned by team
4	Updates on researching more datasets	**I**	Luke	By next week	Work in progress
5	Caret package to be insisted as recommended by tutor	**A**	Joshua, Utkarsh	N/A	Tutor suggested the package to easily increase the quality
6	Feature selection process to be done after datasets are found	**I**	Team	N/A	Waiting for datasets to apply models on
7	Deciding the next team meeting timings	**I**	Joshua	During the meeting	-
8	Clearing up the confusion of the zoom link for meetings with staff	**I**	Teaching staff	N/A	Teaching staff found the correct zoom link
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Meeting no: 5
Date: 24/08/2020
Time: 3:30 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Data processing task for neural network type of models	**A**	All team member	31/08/2020	Normalising and scaling attributes required
2	Setting up Asana with all tasks and timelines	**A**	Utkarsh	28/08/2020	Allocating tasks in tools
3	Update about the research on datasets	**I**	Luke	N/A	Cleiveland dataset and similar ones found and they are more clustered data than what we have
4	Learning the SVM models	**A**	Joshua	31/08/2020	Learning the concept
5	Basic data wrangling ensures	**A**	Luke	31/08/2020	According to datasets found
6	Sorting out checkpoints of project for meeting with staff this week	**A**	Joshua and Utkarsh	28/08/2020	Tracking the progress of the project
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Meeting no: 6
Date: 28/08/2020
Time: 8:00 am
Location: Zoom Video Conference
Attendees: Joshua, Afi
Absent: Luke, Utkarsh

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Brief and extended chat with team members	**I**	Afi	N/A	Regarding project check
2	Information provided about next week's presentation	**I**	Tutor	N/A	Intermediate presentation
3	Explaining on what team has done so far	**I**	Joshua	N/A	Progress update
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Meeting no: 7
Date: 31/08/2020
Time: 3:30 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Discussing results from experiment with data	**I**	Joshua	N/A	Results and facts found after playing around with data
2	Preliminary Feature Selection	**A**	Luke	04/09/2020	Running models
3	Selecting target variables	**A**	Joshua	07/09/2020	Decision making
4	Making the presentation slides by Thursday	**A**	Utkarsh	03/09/2020	Ensuring they are ready by Thursday
5	Tools included in the presentation progress	**I**	Team members	04/09/2020	Asana, meeting minutes, google drive, Github, GUI, R-studio and so on.
6	GUI to be set up	**A**	Luke	07/08/2020	To enhance Github files
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Meeting no: 8
Date: 03/09/2020
Time: 7:30 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Discussing the upcoming presentation contents and line-up	**I**	Team	04/09/2020	Making slides topic wise
2	Mock presentation practice	**A**	Team	During meeting	Practice to meet presentation requirement of three minutes per person
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Meeting no: 9
Date: 04/09/2020
Time: 8:00 am
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke, Afi, Daniel
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Presentation of project update	**I**	Staff	N/A	Update of the ongoing project presented through slides
2	Feedback provided by staff	**I**	Staff	N/A	Recommendations of timelines given at the end
3	More Feedback	**I**	Staff	N/A	Project to be escalated but interesting work done at the same time
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Meeting no: 10
Date: 07/09/2020
Time: 3:30 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Review the feedback provided by staff last week	**I**	Team	N/A	Points raised by staff
2	Check in on works with team	**A**	Team	Meeting	Discussion
3	Continuing the tasks from last week to be finished by next week	**A**	Team	Next meeting	Tasks handling
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Meeting no: 11
Date: 11/09/2020
Time: 8:00 am
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Noticing presentations by other teams	I	Team	N/A	Taking suggesting by key things focused on by other teams
2	Observing the feedback provided by staff	I	Team	During workshop	Taking notes of relevant stuff on feedback given by staff to other teams for improvement
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Meeting no: 12
Date: 14/09/2020
Time: 3:00 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	What to be done before mid-sem discussion	**I**	Team	Before mid-sem	Decide on tasks to be completed which are listed as the following items.
2	Update on dataset file by Luke:	**I**	Luke	N/A	The file is ready with pee-processin g data
3	UI goal deadline	**A**	Utkarsh	Week-8	To be ready with sample by week-8
4	UI software/platform	**A**	Team	Week-8	R-shiny or html more likely
5	Code compilation	**A**	Team	By mid-sem	Code to be compiled and collated properly on Github
6	Model development	**A**	Joshua	Mid-sem	To be looked after by Joshua
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Meeting no: 13
Date: 18/09/2020
Time: 8:00 am
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke, Daniel, Afi
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Discussion with staff on tasks accomplished throughout two weeks	**I**	Team	N/A	Discussed about caret function implementation in model development
2	Plans on future tasks	**A**	Team	N/A	Discussion with staff on tasks planned for mid-sem
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Meeting no: 14
Date: 21/09/2020
Time: 3:00 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Update: Model development	**I**	Joshua	N/A	Model us working properly (SVM, NN, RF models)
2	Model work required	**A**	Joshua	N/A	Inputting the model and make it robust
3	Github platform and code management	**I**	Team	N/A	Code are updated with comments and overall documentation so far
4	Next meeting scheduling	**A**	Team	N/A	Next Monday is the checkpoint with next meeting
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Meeting no: 15
Date: 28/09/2020
Time: 3:00 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Checking on project tasks with each member	**A**	Team	N/A	Everyone explaining what they have done so far
2	Sample UI design demo	**A**	Utkarsh	Week-8	R-shiny prototype and easier than python and writing in makes it quicker
3	Feature selection	**I**	Luke	N/A	Selecting features such that Importing the corresponding model to any file should be as easy
4	Collating the code	**I**	Luke	N/A	To be handled regularly
5	Model development	**I**	Joshua	N/A	Caret function turning out to be useful and it will be tested on later stage, RF, NN, SVM to be explored further
6	Model improvement	**A**	Team	By week-8	Another idea is to use ensembling method to combine models to improve and every model to be having parameters normalised
7	Google drive naming convention	**A**	Team	By mid-sem	Documents in the drive to be given proper naming convention
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Meeting no: 16
Date: 01/10/2020
Time: 4:00 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Next target of the project	**A**	Team	Week-8	Finishing with feature selection
2	To be consistent with numbers, the common seed to be set for each member of the team	**A**	Team	N/A	The seed is the average of three id numbers which is 26196636.
3	Features to be examined	**A**	Team	Week-8	By different methods including caret
4	Neural network and SVM models	**I**	Joshua	N/A	NN: size indication observed and how much information node can have to improve accuracy SVM: Radio caret, Radio sigma variables can be modified to improved upon accuracy of the model
5	Random Forest	**I**	Utkarsh	N/A	Number of trees and number of nodes variables can be reset to change the performance of model
6	Next meeting's main agenda	**I**	Team	N/A	To have good information on variables and features and how each feature can be useful with feature selection algorithm
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Meeting no: 17
Date: 05/10/2020
Time: 7:00 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Code collation nearly completed on Github	**I**	Luke	N/A	Cleaning and running code in one single file
2	Caret package used for feature selection	**A**	Joshua	09/10/2020	Giving positive results
3	UI R-shiny code review	**I**	Team	N/A	Updating the code to accommodate fuzzy logic
4	Rfecontrol package used for feature selection	**I**	Utkarsh	09/10/2020	Giving positive results with random forest feature selection algo.
5	Improving the overall accuracy of the selected model	**A**	Team	N/A	Suggestions to use SGD and cross validation of parameter tuning to increase the model accuracy
6	Goals before next meeting	**A**	Team	09/10/2020	More research and further exploration of adopted feature selection algorithms
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Meeting no: 18
Date: 12/10/2020
Time: 4:00 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Code of feature selection	**A**	Joshua	Tonight	Algorithm to rank the features [correlation table] and selecting the most important ones
2	Code of feature selection	**A**	Utkarsh	Tonight	Random forest algorithm focusing rfecontrol()
3	Adding the feature to final model/UI	**A**	Team	Next meeting	Handling the error feature like try and catch error for unrealistic values
4	Target variable discussion in dataset	**I**	Team	N/A	Target variable to be cath instead of nonanginal
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Meeting no: 19
Date: 16/10/2020
Time: 6:00 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Discussion about code demonstration	**I**	Team	N/A	The requirement of the activity discussed
2	The script upload	**A**	Team	21/10/2020	Google form by staff is not accessible and have to contact staff about it
3	Error handling part for the coding arrangement	**A**	Utkarsh	19/10/2020	Try and catch exception to be used for input fields
4	Code collation update	**I**	Luke	19/10/2020	On the right track and will be ready by next meeting for demonstration rehearsal
5	Feature selection decision making	**I**	Team	N/A	VHD-SEV variable is the difference between Joshua and Utkarsh's feature selection methods and factorized version of this variable performing positive results; will be included in the finalised features
6	The coding script ready and further test cases to be put in the script	**A**	Luke	19/10/2020	By next meeting for code demonstration
7	Arranging the code of feature selection and model construction	**A**	Joshua	19/10/2020	Code of feature selection to be uploaded on GitHub and model construction (RF, NN, SVM) will be modified to make it compatible with UI (to be uploaded on GitHub), Fuzzy logic code will be used in UI for output part
8	Completing the UI part with missing fields	**A**	Utkarsh	19/10/2020	UI part to be updated with updated models and updated fields, Input error to be handled as well for main fields
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Meeting no: 20
Date: 19/10/2020
Time: 6:15 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	UI improvement to be made	**A**	Utkarsh	Next meeting	Categorical variable to be check boxes and numerical variables to be having input values
2	Test cases in UI	**A**	Joshua	20/10/2020	Error handling try and catch to be implemented for input values
3	Fuzzy logic in UI	**A**	Team	20/10/2020	Classes to interpret as high, low, medium risk
4	Finding other datasets	**I**	Team	N/A	To test the model on unknown datasets
5	Fixing errors in UI	**A**	Utkarsh	20/10/2020	To make sure UI is working with server call
6	Model code structure	**I**	Luke	N/A	To make models list into for loop to be consistent
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Meeting no: 21
Date: 25/10/2020
Time: 5:30 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Continue preparing for the software code report	**I**	Team	26/10/2020	Keep working on documents to make sure nothing is missed
2	Suggestion for improvement to be added	**A**	Team	26/10/2020	To make sure inputted data by end-user is normalised to improve the performance of predictive model
3	Compatible dataset file link and user guide case	**I**	Team	26/10/2020	Making sure user can download or get to the csv file when the program is run on their pc
4	Improvement suggestions to be performed in future	**I**	Team	N/A	Making the dashboard more attractive and engaging for end-user
5	Model improvement in future	**I**	Team	N/A	Experiment ensembled model or taking the average of combined models and try testing if it performs better than current one
6	Upcoming submissions	**A**	Team	Upcoming weeks	Submitting software report tomorrow and start preparing for presentation slides and final report
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Meeting no: 22
Date: 03/11/2020
Time: 4:30 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Successful software code demonstration	**I**	Team	N/A	Discussions about the feedback received and submission
2	Model improvement using ensemble method	**I**	Luke	N/A	Ensemble model working and after testing, performance is improved to around 91% with the use of greedy approach combining the models of Random Forest, Neural Net, SVM and the same features used before
3	Modification to further process	**A**	Utkarsh	04/05/2020	Changes to be reflected in the user interface system for the updated version
4	Documents submission part	**A**	Utkarsh	06/05/2020	Project management document to cover all key points
5	Documents submission part	**A**	Luke	06/05/2020	Working methodology section to cover all aspects
6	Documents submission part	**A**	Joshua	06/05/2020	Focusing on background section to make sure all useful literature are covered
7	Final presentation preparation	**A**	Team	06/05/2020	Final presentation slides to be prepared and ideas for presentation in the next meeting on Wednesday (04/05/2020)
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Meeting no: 23
Date: 04/11/2020
Time: 7:30 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Final deliverable report progress update:1	**A**	Luke	06/05/2020	Methodology key points covered mostly, and write-up have been nearly finished
2	Final deliverable report progress update:2	**A**	Joshua	06/05/2020	Good progress with sections retained from last semester already
3	Final deliverable report progress update:3	**A**	Utkarsh	06/05/2020	PMP detailed writing to be completed and Risk handling approaches considered
4	Critical discussion	**A**	Joshua	06/05/2020	Joshua to start the section with notes of all sections and others will add their contributed sections success/failure scenarios followingly
5	Ensemble model update	**A**	Utkarsh	06/05/2020	UI version of the ensemble model is updated with the improved performance
6	Outcome section	**A**	Team	06/05/2020	To contain result details by UI and prediction as done in test report script
7	Presentation sections to be prepared for mock	**A**	Team	06/05/2020	Presentation section distributed as: -Joshua: introduction and background project, outcome of project -Luke: Methodology structure step by step -Utkarsh: Methodology for testing and UI, Project management execution
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Meeting no: 24
Date: 05/11/2020
Time: 4:30 pm
Location: Zoom Video Conference
Attendees: Joshua, Utkarsh, Luke
Absent: -

Chairperson: -
Minutes taker: Team

Item No.	Item	Info (I) or Action Item (A)	Person in charge (PIC)	Due date	Comments
1	Final deliverable report update	**I**	Team	06/05/2020	All sections are nearly complete. More than 6000 words achieved and further modification to documents will be discussed on social media before submission
2	Final presentation of the project	**A**	Team	06/05/2020	Slides created for the mock presentation
3	Presentation addition into content	**A**	Luke	06/05/2020	Screenshots of the design and graphs like UI, ROC-Sensitivity curves etc to be added
4	Presentation slides and rehearsal	**A**	Team	06/05/2020	Rehearsal done twice with slides and to ensure the time constraint
5	Improvement suggestions for the future	**I**	Team	N/A	The UI component can be updated with interactive and dynamic design, output from the prediction can be stored in the file etc -More on this to follow in the final deliverable report
6	Takeaways from the project and appreciating efforts from staff	**I**	Team and Teaching Staff	N/A	Thank you teaching staff for the opportunity to express our tasks, skills and enthusiasm throughout the year-long project including planning and execution stages. It will be helpful for the future assessments and activities we will undertake in the team environment.
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