

# Project Group: Machine Learning for Predictive Maintenance

Minutes for November 11, 2020. 09:00 - 11:00

**Present:** Tanja Tornede (*Supervisor*), Anurose Prakash, Christopher Zinda, Gourav Prakash, Paul Fährmann, Saghar Heidari, Selami Hoxha, Sanjay Gupta, Vinay Kaundinya

**Minutes-taker:** Anurose Prakash

## Topics Discussed:

### *Update in template for Weekly status report*

*Details* —

1. Need to have separate reference section for each week in every person's report.
2. Need to update the bib tag in the latex format.
3. There should be a link to JIRA issues (in the form of issue number) for each of the tasks mentioned in the report at the end of task description.

*Additional Information* —

1. *Persons Involved:* Sanjay Gupta

### *Changes reported in the Minutes template*

*Details* —

1. Person involved in taking minutes for upcoming and current week need to be added

*Additional Information* —

1. *Persons Involved:* Sanjay Gupta

### *Summarized weekly status updates for each project members*

*Details* —

1. Each member explained the tasks that were handled by them in the last week (week 45).
2. Following insights were gained:
  - Changes in JIRA sprints should be made as per task done by the group member.
  - Tasks explained in the weekly status report should be self-explanatory. For example, giving brief overview on part of task the member is currently focusing on.
  - For tasks such as reading survey papers, each member should summarize major contributions of the survey involved and topics handled in the paper once the task is completed.
  - Flow chart for project (made by Christopher Zinda) was discussed.

*Additional Information* —

1. *Persons Involved:* Tanja Tornede and team.

## Next Meeting:

1. *Date and time:* November 18, 2020 at 09:00 - 11:00
2. *Person responsible for minutes:* Christopher Zinda