Meeting Minutes - 18 March 2022

THE LISTENING SQUAD
AI SOCIAL LISTENING TOOL

Meeting Minutes for 18 March 2022

Date:	📅 **18 Mar 2022**
Time:	🕐 3:00PM
Location:	MS Teams
Present:	@ Ow Ling Jia @ ONG JHIN YEE _ @ Tian Le Cheow @ Chen Jian Yu @ Joshua Wong
Absent:	@ Sarah Chin

🥅 Goals

In this meeting, the team wants to update Prof Jisun on the project and some issues that the team has ran into. Aside from that, the team also wants to discuss post project plans.

📝 Agenda

No.	Agenda Item	Remarks
1.	Updates on the Project	@ Ow Ling Jia
2.	Post Project Plans	@ Ow Ling Jia

🗣 Discussion topics

Agenda	Action By
Updates on the Project	

• Progress of the project delayed by midterms and other modules
   • Takes a very long time to update the daily records (tried on reddit: 400 posts, each with varying number of comments) - rescrape up till 14 days before the day of scraping
   • Update the data in case of newer engagements or comments posted
      • Can consider cutting down the number of days
      • Alternative: Bulk delete and bulk insert, hopefully it is faster
• Focus on making everything in the system working
• End product will be hosted on a local host
 	
Topic Classification Model
 	
• Zero Shot: Don't know if should cut down on number of classes (20 classes)
• Reasonable accuracy rate of F1-score:
   • 15-20% accuracy rate is fine, for 20 classes
• Might be better using keyword matching
   • Feedback provided by Prof Jisun was that the system is too manual
   • Accuracy is 0.34
   • For Zero Shot or Keyword Matching is fine; depending on which one works better
• ML models left with Noteworthy Comments
   • Can use model built in module, SMT203, but tweak it a little
• Would be good to have a scenario when doing demo in final presentation
	Prof Jisun

Post Project Plans	

• Prof Jisun will be hiring some research engineers to maintain the system (Who will be working on other projects)
 	
• Eventually, there'll be other functions Prof Jisun wants to add
• On top of that, they will also be updating functionalities that the team has put into place
• Prof is fine with part-time work on the project, but she will double confirm the budget
• The team has shared with Prof Jisun on the number of teammates who want to do part-time, and also the number of hours per week
   • Will let her know after the finals or final presentation
   • Can help onboard the research engineers
	Prof Jisun

:note: Meeting Notes - Updates

Update	Risk Level	Mitigation Plan

:musical_note: Decisions

:white_check_mark: Administrative Matters

Date of Next Meeting:	**25 Mar 2022**
Time of Next Meeting:	:clock: 3:00PM