Internal Meeting - 6 December 2021

THE LISTENING SQUAD

AI SOCIAL LISTENING TOOL

Meeting Minutes for 6 December 2021

Date:	📅 **06 Dec 2021**
Time:	🕙 10:00PM
Location:	Zoom
Present:	@ Chen Jian Yu @ Ow Ling Jia @ Joshua Wong @ ONG JHIN YEE _ @ Tian Le Cheow @ Sarah Chin
Absent:	NA

🥅 Goals

Collate and familiarize the team with the current details of the project - communicative methods, servers, data and meeting dates.

📝 Agenda

No.	Agenda Item	Remarks
1.	AWS setup	NA
2.	GPU Server + Current Data	
3.	Communication Methods	
4.	Data Collection	
5.	Meeting timings	

🗣 Discussion topics

Agenda	Action By
AWS Setup	
• Update Prof Jisun on the list of things required from her to set up the AWS account • Prof Jisun thinking of setting up a new account and linking the payment method to her own credit card • Team is to provide her with the minimum requirements and a list of services that we are looking for and the estimated costs.	Team
GPU Server + Current Data	

• Prof Jisun will need to provide the team with approval first before ITTS will be able to install the VPN to the team's laptops
• Prof Jisun will create usernames for the team to allow us access to the server
• The current data is already available in the server
  • Currently from Reddit, up till August as of now
  • Will need to recrawl data (around once a day, focusing more on historical trends rather than the 'real time' aspect
• Prof Jisun to share current codes used to crawl data
	Prof Jisun

Communicative Methods	
• The team will be using MS Teams to communicate with supervisors and sponsors • During internal meetings, the team will be using Zoom.	Team
Data Collection	
• Aim to have at least 3 sources of data • See which platforms will be able to provide us future data and are easier to scrape	Team
Meeting Timings	
• The team will have bi-weekly meetings which will start on Week 2, 20 Jan 2022 • Tentative available dates: Thursday 1-5pm or Fridays Morning-Afternoon	Team

:note: Meeting Notes - Updates

Update	Risk Level	Mitigation Plan
NA		

:arrow_forward_hook: Decisions

:white_check_mark: Administrative Matters

Date of Next Meeting:	**04 Feb 2022**
Time of Next Meeting:	:clock: <Please follow the following format: HH:MM AM/PM>