Meeting Title	Capstone Project Group E – Weekly Team Meeting		
Date	17-Mar-2022	Time / Duration	7:30 pm / 30 Minutes
Chair	Group E Team Members		
Attendees	**Name**	**Role**	
	Abdul El-Hamawi	Data Scientist	
	Chris Strods	Data Visualisation Specialist	
	David Anderson	Data Scientist	
	Jamie Twiss	Communications Manager	
	Shuba Dutta	Project Lead / Communications	
Apologies	Sonal Chawla	Communications and Visualisation Specialist	

Meeting Minutes	
Agenda Item	**Minutes**
Data Exploration	Team members to independently explore the given data and gather some insights. The team will then meet and discuss the findings of each member and analyse the outcome of the initial data exploration. Each member is free to work on any specific area as per their strengths and explore the data. For example, few members may choose to develop models using R, Python, etc. At the same time, few may try to visualise the data using their preferred tool to gather insights. The team members will focus on their strengths during this data exploration phase, and we will meet early next week to analyse our findings.
Data Clean up	The Data needs to be cleaned up and stored in a CSV format. Others can then reuse the CSV file for visualisation/model building. If anyone completes the data clean-up activity, please share the CSV file and update everyone so we can save some time.
Setting up meeting with the online instructor	Jamie to set up the Group Meeting with the Online Instructor and notify the team when the meeting is booked.
Next Weekly Meeting	The Team plans to meet next Tuesday at 7:30 pm to discuss the work/insights done by each team member and decide on our forecasting model. David to reschedule next week's team meeting in Teams.

Actions Table				
Agenda Item	Action	Responsible Member(s)	Due Date	Status
Data Exploration	Each team member will work on the given dataset and explore the data to	Abdul El-Hamawi Chris Strods David Anderson Jamie Twiss	21-Mar-22	In Progress

	gather insights. We will discuss our findings in our next team meeting.	Shuba Dutta Sonal Chawla		