



Data Science Capstone Project – Group E

Meeting Minutes and Actions Table

Meeting Title	Capstone Project Group E – Introduction Meeting		
Date	6-Mar-2022	Time / Duration	6:30 pm to 7:30 pm / 60 Minutes
Chair	Group E Team Members		
Attendees	Name	Role	
	Abdul El-Hamawi	Project Lead	
	Chris Strods	Data Scientist	
	David Anderson	Data Scientist	
	Jamie Twiss	Communications Manager	
	Shuba Dutta	Project Coordinator	
Apologies			

Meeting Minutes	
Agenda Item	Minutes
Roles and Responsibilities	Discussed about the roles and responsibilities of each member. To start with, it was decided that the team will be flexible to choose specific roles based on the comfort level of the team members.
Project Lead	Abdul took the initiative of playing the role of Project Lead. The team members agreed to it.
Schedule weekly group meetings with course conveyor	Team Members to reach out to the course conveyor and set up meeting.
Establish teamwork software list	<p>Based on the discussions in the meeting the below list was finalised. This list is subject to changed based on the team's comfort level.</p> <ul style="list-style-type: none">• Organise Group meeting: Microsoft Teams.• List Making Tool: Task List configured with MS Teams.• File Sharing: MS Teams File which is linked with One Drive. This will help us to collaborate within Teams.• Project Plan: The Gantt Chart will be created in Power Point. Team will decide later if the tool meets the desired requirement.
Minutes of Meeting	It was decided that the minutes of meeting will be recorded. The person responsible for recording the minutes may change every week.
Regular Meetings	We decided to meet regularly on Fridays at 7:30pm

Actions Table				
Agenda Item	Action	Responsible Member(s)	Due Date	Status
Schedule Weekly Group Meetings	Book a Meeting with Course Conveyor	Abdul & David		To Be Announced



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Create MS Teams Project	Create a MS Teams Project	David	7-Mar-22	Complete
Set up Project Planner	Configure Project Planner	Shuba	7-Mar-22	Complete
Minutes of Meeting	Create a Minutes of Meeting Template	Shuba	7-Mar-22	Complete
Minutes of Meeting	Update Minutes of Meeting in the Template	Abdul	8-Mar-22	Complete
Project Plan Gantt Chart	Create the Project Plan Gantt Chart	Shuba	10-Mar-22	To Be Announced
Report Template	Review and Select Report Template	Jamie	11-Mar-22	To Be Announced
List Making Application	Review Trello	Jamie	11-Mar-22	To Be Announced
Available Datasets	Review the Datasets	Chris, David, Abdul, Jamie & Shuba	11-Mar-22	To be Announced