



Data Science Capstone Project – Group E

Meeting Minutes and Actions Table

Meeting Title	Capstone Project Group E – Introduction Meeting		
Date	11-Mar-2022	Time / Duration	7:30 pm to 8:10 pm / 40 Minutes
Chair	Group E Team Members		
Attendees	Name	Role	
	Abdul El-Hamawi	Data Scientist	
	Chris Strods	Data Scientist	
	David Anderson	Data Visualisation Specialist	
	Sonal Chawla	Communications and Visualisation Specialist	
	Jamie Twiss	Communications Manager	
	Shuba Dutta	Project Lead / Communications	
Apologies			

Meeting Minutes	
Agenda Item	Minutes
Roles and Responsibilities	Discussed about the roles and responsibilities of each member. Roles revised as noted above; some team members will play multiple roles
Languages and tools	The team agreed to work primarily in R, and to use R Markdown (and potentially MS Office as needed) for the final report
Schedule weekly group meetings with course conveyor	This has been done for week 2. It was agreed that no meeting was expected for Week 1
Teamwork software list	The team reviewed and approved the software list
Project plan	The team agreed to shorten and review the project plan, ahead of Tuesday submission
Upcoming instructor meeting	<p>The team started a list of questions to ask in our Monday instructor meeting. This list will be expanded and revised on Teams chat. Initial questions include:</p> <ul style="list-style-type: none">• Do we need an abstract?• What will instructors actually review during the project? Only GitHub? Invite to Teams?

Actions Table				
Agenda Item	Action	Responsible Member(s)	Due Date	Status
Languages and tools	Begin data loading and visualisation in R	All	15-Mar-22	In progress



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Project plan	Finalise and submit project plan	Jamie	15-Mar-22	Pending
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