# **Minutes of meeting: ADSEL Project**

**Title:** Data Science Visualisations for Education

**Purpose of project**: Develop tools that allow teachers and their classes to explore datasets in an interactive and engaging way without needing serious tech skills.

# **Meeting #1: Meeting with Alessio Bonti**

Date: 19/07/2018

Duration: 1hour

Location: Building T

**Participants:**

* Alession Bonti ,Lecturer and First point of contact
* Teena George, Team Leader
* Rahull Hazary, Product Owner
* Aditya Tarigopula, UX/UI Designer
* Sai Anurag Malyala, Front End Developer
* Harsha Nadella, Front End Developer
* Pulkit Mehta, Back End Developer

**Agenda:**

* Brief Introduction of the team for discussion of project and to clarify suspect regrading ADSEI and ADSEL.
* Discussion on Roles and Responsibilities.
* Discussion on the initial stages of project and its requirements.
* Discussion on the tools to be used in development of the project.

**Minutes:**

* Discussed each team members roles and responsibilities and how to perform the tasks.
* Discussed in brief about the project and its requirements.
* Alessio guided the team about the use of Pinterest for designing the look and feel and also about high charts to be used as the designing concepts.
* This was an interacting session with him to understand and use the concepts.
* Team leader was asked to share Trello member’s invitation screenshot and minutes of meeting for discussion points covered up.

**Decisions:**

* (Decision Item), (Decision), (Decision Maker): TBD and decision items are marked under action items.

**Action Items:**(Task), (Assignee), (Deadline)

* **TASKS**
* Trello team members are invited and added to do list as done and work in progress.
* Ontrack tasks to be completed.
* Next week3# tasks will be allocated who is doing what.
* Every Thursday meeting with team members for team collaboration and engagement of each individual in team for assigned project.
* **ASSIGNEE**: Team members
* **Deadline** : Next week3# tasks on ontrack to be completed and start spending 4 hours or more for discussion about project with full participation.