# **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 #2: Meeting with Supervisor Gang Li**

Date: 25/07/2018

Duration: 1hour

Location: Building T

**Participants:**

* Gang Li, Supervisor
* 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 with the supervisor regarding graduation done from which universities, background of specialisation.
* 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: Week 3# as on 25/07/2018**

* Discussion between two teams for project ADSEL-a,b.
* Team ADSEL-a was through with upskilling for D3J, Pinterest and high charts and briefed to the team ADSEL-b.
* Discussed key points with Supervisor in order to Touch base client : As part of Thursday call i.e. on 26/07/2018

What are the data sets to be visualized?

Is it the demonstration tool?

Is it the tutorialtool?

Do we need to do in Web server or mobile/tablet mode?

Is there any package/resource

What programming language she is looking for specifically

* Next week prior to supervisor meet a PowerPoint presentation to be sent with to do list and along with the Action Tracker stating (Issues & Concerns).

**Minutes: Previous Week 2# 19/07/2018**

Introduction of the supervisor and the team members.

* Discussed each team members roles and responsibilities and how to perform the tasks.
* Discussed in brief about the project and its requirements.
* Discussed on the advantages of using a tool called **D3J** instead of python for building the project.
* Use of YouTube and Coursera to learn in depth about D3J and various similar tools for the project.
* Use of Pinterest for designing the look and feel of the tool.
* Discussed few points on how to work on the documentation and then when and where to share it with the supervisor to keep him updated.
* Lastly held up with the conclusion to touch base our client and understand clear expectations to be right on track.
* Supervisor assisted to have a weekly meetings on every Wednesday between 10 to 11 am with our agenda and who is doing what.

**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 -Completed.
* On track tasks to be completed – In Progress
* Next week3# tasks will be allocated who is doing what- In Progress
* Every Thursday meeting with team members for team collaboration and engagement of each individual in team for assigned project. In Progress
* **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. In Progress