

**MINUTES TEMPLATE**

**Minutes of meeting for group** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: 06/10/2022 Time: 6pm Duration: 40 mins

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minute-Taker: Damian Chimes

Present: Damian, Juyoung, Stephen, Oscar

Apologies: None

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Agenda Item | Key Points | Action | Responsible member(s) | Task due time | Review/group judgement |
| 1. Introductions 2. Approach for next week(s) 3. Set-up Meeting Cadence and Collaboration | 3 x doing MDS and 1 x doing Master of Commerce (Stephen)  A) Re-read key points of report  B) Undertake EDA  C) Think about models (~ 2 each)  Set-up meeting cadence and collabs | None  All to undertake tasks (A-C)  All | None  All  Damian to Set-up GitHub  Juyoung to set-up next meeting (Monday) |  | n/a |

Next meeting: Monday, 10th October 2022