**Team Meeting Minutes 1 – Monday 6th March 2023 6:00-7:00 pm (AEDT)**

**Location**: Remote via Discord

**Attendees**: Daniel, Mia, Kevin & Christian (Minute Taker)

**Items discussed:**

* Introductions (background/past data science experience/motivation to study MDS)
* Admin
  + Week 1 availabilities for 2nd team meet & meet with lecturer
    - Christian - unavailable Tuesday night
    - Mia - unavailable Thursday afternoon & Friday night
    - Kevin - preferred Friday night
    - Daniel - unavailable Wednesday night
  + Scheduled 2nd team meet - 9pm (AEDT) Thursday 9th March with all team members to attend
  + Scheduled meet with lecturer - Kevin enrolled our group into 7pm (AEDT) Friday 10th March with Wei Tian, consensus that this would be the best time to meet the lecturer as all team members will have completed Week 1 activities along with some progress made to Assessment 1 Part A: Group Project Plan  
      
    Zoom link to join: <https://unsw.zoom.us/j/81112831764>
  + Best form of ongoing team communication – private Discord server & Google Docs

**Action items:**

* Each team member to complete Week 1 activities
* Google Doc to be created for Assessment 1 Part A – Mia has created this with link to the Google Doc pinned in our discord chat & provided below [Assessment 1 Part A: Group Project Plan](https://docs.google.com/document/d/1kVH3z67ZRTm3L78suss2jHe4X1PhMs5H7Om4puxISI0/edit?usp=sharing)
* Google Doc to be created to record all Meeting Minutes – Christian has created this with link to the Google Doc pinned in our discord chat
* Team members to contribute to Assessment 1 Part A Google Doc

**Team Meeting Minutes 2 – Thursday 9th March 2023 9:00pm - 12:00am (AEDT)**

**Location**: Remote via Discord

**Attendees**: Daniel, Mia, Kevin & Christian (Minute Taker)

**Previous Action Items:**

* Confirm completion of previous Action Items
  + Each team member to complete Week 1 activities - Ongoing
  + Google Doc to be created for Assessment 1 Part A – Mia has created this with link to the Google Doc pinned in our discord chat & provided below [Assessment 1 Part A: Group Project Plan](https://docs.google.com/document/d/1kVH3z67ZRTm3L78suss2jHe4X1PhMs5H7Om4puxISI0/edit?usp=sharing)
  + Google Doc to be created to record all Meeting Minutes – Christian has created this with link to the Google Doc pinned in our discord chat
  + Team members to contribute to Assessment 1 Part A Google Doc - Ongoing

**Agenda/Discussion Items:**

* Friday-Sunday (10-12/3) & Week 2 availabilities
  + Christian - Free Friday afternoon, Saturday & Sunday
    - W2 free most evenings except Tuesday, free all Saturday & Sunday
  + Mia - Free Friday morning, Sunday evening, Monday morning
    - W2 free most days - Tuesday to Sunday
  + Daniel - Free Friday, Sunday early morning & late evening (AEDT)
    - W2
  + Kevin - Free Friday afternoon, Saturday afternoon, Sunday
    - W2
* Schedule next team meeting - Friday 6:15pm, Sunday 9pm (AEDT)
* Schedule/Book Week 2 meet with the lecturer - Friday 17 March 2023
  + https://unsw.zoom.us/j/81112831764
* Define roles and responsibilities for each member
  + Research Lead - Mia, Daniel
  + Data Analysts - Mia, Daniel, Kevin
  + Project Manager/Team Leader - Christian
* Establish teamwork software list - Python3 (Jupyter notebooks, all have experience), Tableau (Daniel, Kevin, Christian) & Power BI (Mia), Google Doc, Discord, MS Teams, MS Planner
* Project Management: GitHub (team access to repository) - Daniel <https://github.com/rgdk/UNSW-ZZSC9020-2023H2_project> , MS Teams & Planner
* Decide on list-making application(s) - MS Teams & Planner (chat, meetings, files, calendar, planner)
* Decide on file sharing method - MS Teams files, GitHub
* Decide on collaborative editing method - Google Docs (link in MS Team), Colab, Jupyter Notebooks share/merge through GitHub
* Decide on Group Meeting medium - Currently Discord, moving to MS Teams Conference
* Group Project Plan
  + Introduction and Motivation - All
  + Brief Literature Review - Daniel
  + Methods, Software and Data Description - Mia
  + Activities and Schedule - Christian (with assistance from all)

**Action Items:**

* For meet with Lecturer Wei Tian 7pm (AEDT) Friday 10th March 2023
* For Group Project Plan due 5pm (AEDT) Tuesday 14th March 2023
* Set-up MS Teams & Project Management related software (Christian)
  + Provide guide to assist MS Team/PM use
  + Gantt chart (in Teams)
* Data exploration (All)
* Preliminary research on topic, provide possible Research Questions (All)
* Finalise GitHub repository (Daniel & all)

**Team Meeting Minutes 3 – Friday 10th March 2023 7:00-8:00pm (AEDT)**

**Purpose:** Meeting with lecturer (Wei Tian) 7:30-8:00pm

**Location**: Remote via Discord (7:00-7:30pm), Zoom (https://unsw.zoom.us/j/81112831764)

**Attendees**: Daniel, Kevin & Christian (Minute Taker)

**Apologies:** Mia

**Previous Action Items:**

* For meet with Lecturer Wei Tian 7pm (AEDT) Friday 10th March 2023
* For Group Project Plan due 5pm (AEDT) Tuesday 14th March 2023
* Set-up MS Teams & Project Management related software (Christian)
  + Provide guide to assist MS Team/PM use
  + Gantt chart (in Teams)
* Data exploration (All)
* Preliminary research on topic, provide possible Research Questions (All)
* Finalise GitHub repository (Daniel & all)

**Agenda/Discussion Items:**

* Jupyter Notebooks + Word to produce the Group Project Report
* Wei confirmed we did not have to use RMarkdown, we need to justify why Python (Jupyter notebooks)
* Research Question - can be very simple but must be specific (can’t be too broad). RQ can change if need be
* Demand (all NSW), Temperature Bankstown only

**Action Items:**

* CB - try access/cloning Daniel’s private repository
* CB - finish setting up MS Teams & Planner