**Computer Science Workshop   
Meeting Minutes**

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| Meeting Details | Team Number - 10 |
| Date | 29/03/22 |
| Time | 12:45 |
| Week number | 11 |

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| Agenda | Lead |
| Team meeting format | Team Lead |
| Agree on team lead for the next two weeks | ALL |
| Agenda Topic - Identify insights | ALL |
| Agenda Topic - Produce logical model | ALL |
| Agree action points | Team Lead |

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| List of participants |
| Jeremy Huxley, Dan Leech, Ahmed Adbelwadoud, Ethan Hodgers, Muhammad Ahsan Gul, Mikolas Damigos, Tareq Ahmed |
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| Minutes |
| Agenda Topic - Team meeting format |
| Focused on finalising our individual components and beginning to merge them all together |
| Agenda Topic - Agree on team lead for the next two weeks |
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| Agenda Topic - Agree action points |
| Finish off any individual components that have been allocated |
| Start to merge individual components into the menu program to create one final program  Complete individual data visualisations  Make presentation |

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| Action | Lead | Contributors | Date expected | Date Delivered | Risk number |
| Finish off tasks | N/A | Everyone | 5/04/22 | 29/03/22 |  |
| Marge work together | N/A | Everyone | 5/04/22 | 29/03/22 |  |
| Work on individual data visualisation | N/A | Everyone | 5/04/22 | 29/03/22 |  |
| Make presentation | N/A | Everyone | 5/04/22 | 29/03/22 |  |

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| Risk Number | Risk description | Impact | Likelihood | Mitigation |
| 1 | Issues compiling data | Fall behind | Unlikely |  |
| 2 | No progress is made | Fall behind | Very unlikely |  |
| 3 | Presentation not completed | Lose marks | Unlikely |  |

Weekly Contribution Score – your contribution score over the 10 meeting will weight your percentage of the group mark for task 1 e.g. if you get 10 for each week 10 \* 10 = 100% of the task 1 score. If you get 5 each week then you will get 50% of the task 1 mark.

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| Name | Contribution Score |
| Jeremy Huxley | 10/10 |
| Dan Leech | 10/10 |
| Muhammed Ahsan Gul | 10/10 |
| Nikolas Damigos | 10/10 |
|  | /10 |
|  | /10 |