**Computer Science Workshop   
Meeting Minutes**

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| Meeting Details | Team Number - 10 |
| Date | 08/03/2022 |
| Time | 13:40 |
| Week number | 8 |

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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 |
| We talked about progression of our work and to continue working on the data |
| Agenda Topic - Agree on team lead for the next two weeks |
| Yes |
| Agenda Topic - Identify insights you would extract from the data and how you would enable exploration e.g., menu, keyword search, etc. (requirements). |
| * Mean kilometres travelled per year (1946 - 2021) * Years with the most/least kilometres travelled * A graph displaying how the kilometres have changed throughout the data * Possible differences between the earliest and most recent record * Display certain ticket data based on user input (between years specified by the user) * How certain ticket prices have changed from the start to the end of the data * Possible impact/s of Covid-19 on ticket sales and kilometres travelled by train |
| Agenda Topic - Prepare a specification draft |
| *Based on your discussions, prepare a specification draft of your application. Namely, describe your insights into the data and what information, trends, etc., can be extracted from it. Also describe general functionality of your application, i.e., its menus, what user inputs it will accept, produced outputs, etc.*  *There will be a menu where the user can select the option to see the different insights we have gathered from the data. It will be a numbered selection menu. The insights have been listen above but we can add more later.* |
| Agenda Topic - Agree action points |
| * Figure out calculations * Program menu * Program some insight calcuations (more than 1 person can do this) * Continue working on data implementations * Start work on data visualisation |
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| Action | Lead | Contributors | Date expected | Date Delivered | Risk number |
| Progress through action points | N/A | Everyone | 15/03/22 | 08/03/22 |  |
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| Risk Number | Risk description | Impact | Likelihood | Mitigation |
| 1 | No progress is made | Fall behind | Unlikely |  |
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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 | 12/10 |
| Dan Leech | 12/10 |
| Muhammed Ahsan Gul | 12/10 |
|  | /10 |
|  | /10 |