Group Name/A6
(BrainXX / MarineXX / COVIDA6 / HealthXX)

Meeting minutes & Action point slides

Date: 26/03/2022 (Week 6)

Progress and action points (not required for the first meeting)

– Action points from last week … …

– …

– …

– Key progress over last week …

– …

– …

Define your project – What is your question/product

Brainstorm various questions and consider its scope and feasibility

– Question 1: - What is the vaccination rate across different countries over time?

– Question 2: - How has the death rate changed throughout various countries?

– Question 3: - How has the number of cases varied between different countries over time?

– Question 4:- Are covid infections more severe in less developed countries?

– Question 5:- How COVID has affected global economy and smaller markets?

– Question 6:- Do countries with higher vaccination rates see lower icu admissions? Does this also apply to those in the 'high risk' (65+) population.

– Question 7: Do countries with a lower life expectancy see a higher mortality rate?

– Question 8: What factors have significant role in predicting the death rates?

Overarching Question + Supporting Questions

Theme: To investigate what factors have a role in determining COVID mortality rate?

Supporting Questions
1. Does a higher ICU admission and hospitalization predict a higher mortality rate?
2. Does population density have an influence towards COVID mortality rate?
3. Does having pre-existing diseases increase your chances of developing severe symptoms?
4. What are certain habits which could increase your chances of developing severe symptoms (dying)?

Define your project – Anticipated challenges

For Project X or Question X:

– Challenge 1: Finding a time that suits everybody.

– Challenge 2: Deciding on which question we want to investigate.

Define your project – who is your target audience

Explore different types of target audience and its relationship to your project and select the most appropriate.

Target audience	Characteristics of target audience	How does it impact your project
General Public	People that are aware of COVID but might be unaware if they are in a high risk group.	We would like to raise awareness about the different factors that could increase their risk for severe symptoms or death.
Researchers	Interested in how COVID is different from other Viruses	Our report should be more professional and rely on statistics.
Undergraduate Students studying Datascience	Young, knows a bit of coding, likes graphs, always dealing with data, statistically inclined	

Meeting minutes

Date and time of meeting: 26/03 1pm – 2pm
Team members present: Amber, Pat, Eva, Gary, Ken

AGENDA

Item	Discussion (you can refer to previous slides)	Actions (who) – action points for next week
26/03/2022 - 1PM	- Defined Our questions, challenges and our target audiences.	- We need to finalize our question, clear up confusion about the project with the tutor.

Next meeting date and time:
Group member responsible for finalising/submitting minutes:
To be posted on the CANVAS Individual group website

Progress and action points

– Action points from last week … …

– …

– …

– Key progress over last week …

– …

– …

Developing the project – data

– Illustrate progress in data generation or data collection by showing some initial data analysis of your data.

Developing the project – methods

– Proposed analytics or proposed methods.

Developing the project – initial evaluation

At least one figure showing the evaluation result

Meeting minutes

Date and time of meeting:
Team members present:

AGENDA

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Next meeting date and time:
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Progress and action points

– Action points from last week … …

– …

– …

– Key progress over last week …

– …

– …

Figure 1: Schematic of the Project overview

Key results or message from the project / analysis

– Results 1: …
– Results 2: …
– Results 3: …

Draft or final evaluation

At least one figure illustrating one of the selected result.

Meeting minutes

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Team members present:

AGENDA

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Next meeting date and time:
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Draft of the presentation outline

– Key message of the presentations.

– …

– …

– Structure of the presentation

– …

– …

Final results or messages from the project / analysis

– Results 1: …

– Results 2: …

– …

– Results n: …

Replace this with TWO key figures for your presentations

Excluding Figure 1

Plan for demonstration

– Prerecording ?
– Scaffold of the demonstration.

Meeting minutes

Date and time of meeting:
Team members present:

AGENDA

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