TEAM WORK MEETING AGENDA

The chairperson fills out this form before a meeting to organize tasks to be discussed.

Meeting details

Chairperson: Liam Ferrante	**Minutes:** 60 minutes	**Date & Time:** 22/05/21 1:30pm	**Location:** Zoom

	Item *What will be discussed at the next meeting?*	**Notes** *What details are important for attendees?*	**Notes** *From meeting*
1	Reviewing group project	The project description and background	1. GitHub repository with regular and meaningful commits from each group member. 2. Records of group meetings and responsibilities of each group member recorded. 3. Functioning MATLAB code (.m and .mlx) for each part (runs starts to finish). 4. Technical report: Introduction, separate sections for Part 1 and Part 2 outlining methodology, findings and recommendations, final conclusion and references. 5. 5-minute video presentation. Hypothetical audience will not be as mathematically knowledgeable as you. Pitch your group as capable problem-solvers in this field of digital health, competing for a hypothetical contract. Do not go into deep math detail. Each member must speak.
2	Allocating part 1 and part 2 between group members		
3	Reviewing the overall sections of each part and understanding their content		
4			
5			
6			
7			

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TEAM WORK MEETING MINUTES

Fill out this form during a meeting to allocate tasks to each team member to complete in time for the next meeting.

Attendees: Joade, Liam 1, Liam 2, Louis	**Absent:**		**Date & Time:** 22/05/ 21 1:30pm	**Location:** Zoom
Minutes: *Who is filling out this form?*	60 minutes. Liam Ferrante	**Chairperson:** *Who is organising the meeting?*		Liam Ferrante

	Item *What has to be done by the next meeting?*	**Action** *What action is required to get it done?*	**Who** *Who is responsible?*	**Duration** *How long will it take to complete?*
1	Understand part 1 and distribute workload to group members	Understand background information and part 1 tasks. Collaborate with team members.	Joade, Louis	3 days
2	Understand part 2 and distribute workload to group members	Understand background information and part 2 tasks. Collaborate with team members.	Liam x 2	3 days
3	Attempt to start, and make progress on part 1 and part 2	Understand project content and mathematical concepts.	Joade, Louis, Liam, Liam	3 days
4				
5				
	Next Meeting:			
Chairperson: Loius	**Minutes:** 60 minutes	**Date & Time:** 25th May 7:30	**Location:** Zoom	