**Computer Science Workshop   
Meeting Minutes**

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| Meeting Details | Team Number - |
| Date | 25/01/2022 |
| Time | 12:00 |
| Week number | 1 |

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| Agenda | Lead |
| Team meeting format | Lead tutor |
| Agree on team lead for the next two weeks | ALL |
| Identify who will create Github project | Team Lead |
| Discuss data sources | Team Lead |
| Identify team strengths | Team Lead |
| Agree action points | Team Lead |

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| List of participants |
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| B.I.S.U Mendis , Cameron Marsh, Luke Citrine, Luke Curran, Laura Phillips,  Niamh Walsh (absent) |

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| Minutes |
| Agenda Topic - Team meeting format |
| Face to face meeting discussed the project, team member skillset capture and roles, discuss obtain an Outline Project Plan.  Project  We have created a loose project plan as to how the work will flow. Risk and issues were also discussed to understand potential high-level bottlenecks.  We created a high-level project plan on information currently available to the team and an agreement that each team member would design and present a PowerPoint slide on (week 28) 5th April 2022.  This project will close with a full project review to show group and individual deliveries and personal achievements.  Team agreement that regular meetings will be held weekly at 12am every Tuesday for the duration of the project.  Initial data identified, to be reviewed by the team and unsuitability to be flagged ahead of our next meeting, so that we can find an alternative before 25/01/2022.  Team Member Skillset and Roles  Personal development was also discussed as per criteria (1d) on the Computer Science Coursework AS1 Rubric document and how we will demonstrate progression of each team member’s personal skillset.  We also discussed roles and responsibilities and how we could perform individually and support this each other across the team. |
| Agenda Topic - Agree on team lead for the next two weeks |
| Laura Phillips |
| Agenda Topic - Identify who will create Github Project |
| Luke Citrine |
| Agenda Topic - Discuss data sources |
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| Agenda Topic - Identify team strengths |
| A tool has been created to capture the team’s current skillset. This will then be used as the baseline document to illustrate the current status and any improvements at the end of the project. |
| Agenda Topic - Agree action points  Laura to distribute the Skillset Data Capture Tool.  Team members to populate the tool.  Output will be included as evidence for the Project Close |
| Set-up high level plans / documents |
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| Action | Lead | Contributors | Date expected | Date Delivered | Risk number |
| Produce high-level project plan (Gant) | Laura | Laura | 18/01/2022 | 18/01/2022 | Low |
| Identify potential dataset for analysis | Laura | All | 18/1/2022 |  |  |
| Review data for suitability | Laura | All | 21/01/2022 |  |  |
| Share basic Python skills with rest of team. | Luke Curran | Luke Curran | 25 January 2022 |  | LOW |

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| Risk Number | Risk description | Impact | Likelihood | Mitigation |
| 001 | Data set agreement not reached | High | Medium | Teal Leader to make final decision |
| 002 | None attendance of Team Members | Medium | Medium | Arrange absence in advance to accommodate meeting date change. |
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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 |
| Laura Phillips | 10/10 |
| Luke Citrine | 10/10 |
| Luke Curran | 10/10 |
| B.I.S.U Mendis | 10/10 |
| Cameron Marsh | 10/10 |