**Computer Science Workshop   
Meeting Minutes**

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| Meeting Details | Team Number – 6 |
| Date | 1/02/22 |
| Time | 12:00 |
| Week number | 3 |

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

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

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| Minutes |
| Agenda Topic - Team meeting format |
| We have a face-to-face meeting discussed each week before the lecture on the project, team member skillset and capture the roles as well as discussing the data including an outline of the plan of the Project, including analysing what we have (reading between the data) in what trends we’re able to find, as well as how we can split it for the individual task(s), as well as reviewing the framework for the Specification document that we have in progress.  As well as this, team reviewed some data that we had found as well as determining the types of charts we could use to present logical, informative and interesting information to show. We’d review the specification document created by Niamh as well as consolidating the plans (and expanding) what we have in order to create a flow of work that’s easiest for users to choose from and allow them to work quickly and efficiently. We’d then have data analysis from Luke Curren, Shaun and Cameron to show ideas of what data we could produce from this. The risk log has also been updated.  Took several sets of data provided and formatted them to separately to be able to link them to a database in Access in order to easily view trends between the different data sets that we attained and the changes that we can see. Then split the data into different tables that we could easily identify in order to be able to see what trends we could notice at a quick glance.  The raw data we took has been normalized from the specific 4 data sets that we had that was different from what we needed. We took the four tables from [FILENAMEHERE] from <http://www.kaggle.com> with the filenames: GlobalTemperaturesByCountry in which there where 2730 entries, of which 460 of them are useful data, GlobalTemperatures with 3191 entries, and GlobalLandTemperatures with 1392, for a total of 7,313 entries of useful data. A relationship chart was then created to easily visualise the relationships. We’re aware of what data we’re using, the tables we’re using the types of data we’re using ect. We would then analyse the data to try and notice trends available in the data present, as well as splitting the data by date amongst the team – by taking 19 years each.    What information can be gathered from the data we have?: |
| Agenda Topic - Agree on team lead for the next two weeks |
| Luke Citrine |
| Agenda Topic - Identify insights you would extract from the data and how you would enable exploration e.g. menu, keyword search, etc. (requirements). |
| The data we have must be explored fully before we can obtain what time of trends and information we’d like too extract from the data itself. Keyword search is probably the simplest way we can have exploration of the data at this current stage, before this is an exploration on a data analysis for the rest of the team. Planning documents are still used to keep the team on track as well as the skillsets. |
| Agenda Topic - Produce logical model of your dataset |
| *If your dataset is a table, then make a list of all the columns in the table along with their names, detailed description, and units of measurement (if applicable). If the dataset consists of several tables, then additionally identify links between them. Also, highlight the columns that will be useful for your data processing application.* |
| Agenda Topic - Agree action points |
| Data set – Supplies by Luke Curren, will be analysed before we agree on the dataset. (Trends, formats, ect) wouldn’t want to agree on a set, then realize it’s either too small or can’t get enough information. Leaning/Planning logs – Still used and updated to allow the team to work efficiently, as well as allowing the planning logs to show progression through the project. Git/Github – Ensure team engagement and compliance with the project, as well as ensuring that the team is up to date with all project and every new file(s). Output will be included as evidence when the Project Close phase happens. |
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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 | 25/01/2022 | 25/01/2022 | Low |
| Review data for suitability | Laura | All | 25/01/2022 | 25/01/2022 | Low |
| Share basic Python skills with rest of team. | Luke Curran | Luke Curran | 25/01/2022 | 25/01/2022 | Low |
| Review all datasets. | Laura | All | 25/01/2022 | 25/01/2022 | Low |
| Agree datasets for assignments. | Laura | All | 25 January 2022 | 25 January 2022 | Low |
| To determine columns to be aligned and how | Laura | Luke Curren | 25/01/2022 | 25/01/2022 | Low |
| Each team member cleans at least one table, to the agreed format. | Luke Curren | Cameron, Shane, Niamh | 25/01/2022 | Not required | Low |
| Update our actions / minutes as follows and email it to Cameron. Thanks. | Laura | Luke Citrine | 25/01/2022 | Not required | Low |
| Upload all updates to Git / Github. | Luke Citrine | Cameron Marsh | 25/01/2022 | Not Required | Low |
| Perform high-level data analysis and share findings with team. | Laura | Luke Cu  Cameron  Shane | 7/02/2022 |  | Low |
| Lessons learned log and collect an update from each team member. | Laura | Niamh | 01/02/2022 |  | Low |
| initiate the projects requirement and spec for the assignment | Laura | Niamh |  |  | Low |
| Understand marking criteria.  (Rubrik) | Laura | Shane | 18/01/2022 | 25/01/2022 | Low |
| Handover | Laura | Luke Citrine | 25/01/2022 | 25/01/2022 | Low |
| Leader Training | Laura | Luke Citrine | 25/01/2022 | 25/01/2022 | Low |
| Minute Uploading Process | Laura | Luke Citrine | 25/01/2022 | 25/01/2022 | Low |
| Divide the “Determine Outline Project: Phase 2” between 2 people between the three categories: Pandas, Matplotlib, NetworkX to determine the best way to represent the data in Python. | Luke | Laura | 07/02/2022 | 07/02/2022 | Medium |
| Identify trends within the data set as a team. | Luke | Laura/All | 01/02/2022 | 01/02/2022 | Medium |
| Ensure all data sets fit together. | Laura/Niamh | Luke | 01/02/2022 | 01/02/2022 | Low |
| Identify trends based on the data that we have found. | Luke | ALL | 08/02/2022 | 08/02/2022 | Medium |
| Split the data between the 6 team members, for independent analysis. | Luke | Laura/Niamh | 01/02/2022 | 01/02/2022 | Medium |

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| Risk Number | Risk description | Impact | Likelihood | Mitigation |
| 001 | Data set agreement not reached | High | Medium | Team Leader to make final decision |
| 002 | None attendance of Team Members | Medium | Medium | Arrange absence in advance to accommodate meeting date change. |
| 003 | Confidence of Team Leader successor | Medium | High | Live training plan devised, reviewed weekly. |
| 004 | Members not working to full potential. | High | High | Team issue impacting rest of the team/progress. Mitigation: Team reviews, Discussion with team, and communications. |
| 005 | Poor communication across team members. | High | High | “ |
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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 |
| Luke Citrine | 10/10 |
| Laura Phillips | 10/10 |
| Cameron Marsh | 10/10 |
| Luke Curran | 10/10 |
| Niamh Walsh | 10/10 |
| Luke Citrine | 10/10 |
| B.I.S.U Mendis (Absent) | 0/10 |