**Computer Science Workshop   
Meeting Minutes**

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| --- | --- |
| Meeting Details | Team Number - |
| Date |  |
| Time |  |
| 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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| Minutes |
| Agenda Topic - Team meeting format |
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| Agenda Topic - Agree on team lead for the next two weeks |
|  |
| Agenda Topic - Identify who will create github project |
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| Agenda Topic - Discuss data sources |
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| Agenda Topic - Identify team strengths |
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| Agenda Topic - Agree action points |
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| Action | Lead | Contributors | Date expected | Date Delivered | Risk number |
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| Risk Number | Risk description | Impact | Likelihood | Mitigation |
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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 |
|  | /10 |
|  | /10 |
|  | /10 |
|  | /10 |
|  | /10 |