**Computer Science Workshop   
Meeting Minutes**

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| Meeting Details | Team Number - 6 |
| Date | 22/02/2022 |
| Time | 12:00 |
| Week number | 6 |

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| Agenda | Lead |
| Team meeting format | Team Lead |
| Spec doc discussion | Niamh Walsh |
| Weekly Lab | Luke Curran |
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| List of participants |
| Niamh Walsh |
| Luke Citrine |
| Laura Phillips |
| Luke Curren |
| B.I.S.U Mendis |
| Ethan Ibrahim |
| Cameron Marsh |

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| Minutes |
| Agenda Topic - Team meeting format |
| Talked over system design with Ethan and Cameron, to catch them up from last week. Walked through certain design choices i.e. filtering options. Discussed actions for next week, decided upon Discord meeting for group meeting next week. Niamh to organise. |
| Agenda Topic – Spec doc discussion |
| Talked through current draft of the spec doc with Luke Citrine and Laura, added/changed things based on discussion points, uploaded current draft to Github repo. |
| Agenda Topic – Weekly lab |
| Niamh created repo for lab, Luke walked members through the steps required. There were issues with Laura’s end, her updates refused to sync for an unknown reason. Ethan could not connect his Github to VSCode. Luke Citrine and Ethan successfully sorted issues for Ethan. Luke Curran and Shane pushed changes with no problems. |
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| Action | Lead | Contributors | Date expected | Date Delivered | Risk number |
| Luke Curran and Ethan to work on backend code, create pseudocode | Luke Curran | Ethan Ibrahim | 01/03/22 | 01/03/22 | Medium |
| Shane and Cameron to work on frontend code | B.I.S.U Mendis | Cameron Marsh | 01/03/22 | 01/03/22 | Low |
| Laura to continue looking at Matplotlib, figure out how to create graphs with variables | Laura Phillips | NONE | 01/03/22 | 01/03/22 | Medium |
| Niamh to arrange online meeting for next week, continue work on spec doc | Niamh Walsh | NONE | 01/03/22 | 01/03/22 | High |
| Luke Citrine to get Ethan into the github repo, look into drop down menus in python | Luke Citrine | NONE | 01/03/22 | 01/03/22 | Low |

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| Risk Number | Risk description | Impact | Likelihood | Mitigation |
| 001 | Team members not showing up | High | High | Loss of points on individual scores for Task 1 of the module. |
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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 |
| Niamh Walsh | 10/10 |
| Luke Citrine | 10/10 |
| Luke Curran | 10/10 |
| Laura Phillips | 10/10 |
| B.I.S.U Mendis | 10/10 |
| Ethan Ibrahim | 10/10 |
| Cameron Marsh | 10/10 |