**Computer Science Workshop   
Meeting Minutes**

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| Meeting Details | Team Number - |
| Date | 25/01/2022 |
| Time | 12:00 |
| Week number | 2 |

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| Agenda | Lead |
| Team meeting format | Lead tutor |
| Agree on team lead for the next two weeks | ALL |
| Github Lead identified | Luke Citrine |
| 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 |

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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  Created a handover process and Future Team Leader Training plan, uploaded to Github. Future Team Leader will shadow existing Team leader to ensure continuity to the project.  Plans updated to reflect progress. 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.  Data reviewed and accepted by the module Leader as fit for purpose 25/01/2022. Team to review the data and determine the type of charts used for analysis, this is the baseline for algorithms and analysis strategy agreed by the team.  Creation of a project Spec doc will commence this week.  Risk log updated  Team Member Skillset and Roles  Marking criteria reviewed and summarised and uploaded to Git |

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| Agenda Topic - Agree on team lead for the next two weeks |
| Laura Phillips (Final Week) |
| Agenda Topic - Identify who will create Github Project |
| Luke Citrine - Closed |
| Agenda Topic - Discuss data sources |
| Data reviewed 25/01/2022 |
| 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. Niamh to create a Learning Log. |
| Agenda Topic - Agree action points  Data set supplied by Niamh – agreed by team.  Learning Log to be created by Niamh.  Document upload to Git.  Git / Github Luke is leading and will upload all documents ensuring team engagement and compliance.  Analysis Template Exercise to understand data and analysis to be undertaken.  Team Leader Training Plan Handover and training for future Team Leader (Team Leader Handover and Training Doc (Git/Hub/Planning.)  Minute Uploading Process Capture and put into Github  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 | 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 Curren  Cameron Marsh  Shane Mendis | 26 January 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 |

**Action dependencies**

Action 6 is dependent on action 5.

Action 7 is dependent on action 4.

Action 8 is dependent on action 7.

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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. |
| 003 | Confidence of Team Leader successor | Medium | High | Live training plan devised, reviewed weekly. |
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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 |
| Niamh Walsh | 20/10 |