**Computer Science Workshop   
Meeting Minutes**

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| Meeting Details | Team Number – 6 |
| Date | 8/02/22 |
| Time | 12:00 |
| Week number | 4 |

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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 Curren |
| Niamh Walsh (Absent) |
| Luke Citrine |
| B.I.S.U Mendis |
| Ethan Ibrahim |

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| Minutes |
| Agenda Topic - Team meeting format |
| Face-to-face meeting to discuss team progress each week, with communications on phones. Split the data we received last week in a 6 way progress and each member of the team did an induvial analysis of their data, in which the team got together and discussed the most interesting data that we could use for the presentation, as well as considering the algorithms that we could use for the data we have picked, and how we would be able too show this in python using said algorithms.  After which, we would discuss which algorithms to use, also splitting the team to look at each individual algorithm to ensure we have the correct and most interesting data with the correct algorithms that would be most useful for what we had picked. |
| 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). |
| As a team, we’ve split the larger data set into 6-ways for each team member, split by dates based on the data between the data provided – we then set each individual with their respected dataset to individually analyse the it, and notice different interesting data that we could identify from the data, we would then discuss which analysis of the individual team was the most interesting, and use that in our presentation for the group task, exploring the algorithms is next on the list after agreeing on individual task analysis, in which case we’ll then discuss the keyword searching, menus, requirements, etc.   We have already produced a diagram of the logic as a team, to use as a base for this. |
| 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 analysis – As a team, look at the individual data sets and agree on the best course of action to take when it comes to the analysis to use, after which we will explore the algorithms that will be used. Github – Ensure that the team is communicating and actively participating in uploading on GitHub, and ensuring they’re aware of the notes we have on the progress on Github, and updated weekly with tasks. Leaning/Planning logs – Continued to update and allows for easy flow of the project for all members of the team, which will be used as evidence for the Project Close phase when this happens. |
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| Action | Lead | Contributors | Date expected | Date Delivered | Risk number |
| Data set Analysis (individual) | Luke Citrine | Laura Phillips | 08/02/2022 | 08/02/2022 | High |
| Specification Document needs looking into and adding too. | Luke Citrine | Niamh Walsh | 15/02/2022 | 15/02/2022 | High |
| Data Algorithms (MatplotLib, NetworkX, ect) | Luke Citrine | ALL | 15/02/2022 | 15/02/2022 | 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 the Task 1 of the module. |
| 002 |  |  |  |  |
| 003 |  |  |  |  |

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 | 0/10 |
| Luke Curren | 10/10 |
| Niamh Walsh | 0/10 |
| B.I.S.U Mendis (Absent) | 10/10 |
| Ethan Ibrahim | 10/10 |