**Computer Science Workshop   
Meeting Minutes**

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| Meeting Details | Team Number – 6 |
| Date | 15/02/22 |
| Time | 12:00 |
| Week number | 5 |

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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 |
| Luke Citrine |
| B.I.S.U Mendis |
| Ethan Ibrahim |

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| Minutes |
| Agenda Topic - Team meeting format |
| The main meeting, we had for this week was discussing the work that we did the previous week which included the pre-visualisation of diagrams of the system that we would be building and explaining the system to the rest of the team and how it works. As well as this, we had Luke and Shane agree to start pseudocode the system itself, with Laura creating more pre-vis document to enable to be used in the Design Specification, which will be created by Luke: with the outline of the document being done already, with help and input from the rest of the team. |
| 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). |
| When it comes to the larger data document that we have present, we have agreed based on the design concepts and discussions of the systems, the system will be customisable for the user based on the type of data that they would like to see: allowing the user to pick the year, month and season based on drop down boxes and radio buttons (explained more in the design spec document). |
| Agenda Topic - Produce logical model of your dataset |
| *LandTemperatureMin - This shows the Minimum temperature of the Land.*  *LandTemperatureMax - This shows the Maximum temperature of the Land.*  *Date - Shows the date.*  *Whilst the data shown here might look small with not a lot of columns, it allows us to be able to extract a lot of data already from the data we have (look at the design specification for examples of data we can provide, the user can grab, ect.) we have more data that we could use and add to the application or document.* |
| Agenda Topic - Agree action points |
| Specification document – Ensure significant progress before the start of next weeks session and/or meeting done by Luke, and ensure that graphics are present, with descriptions and justifications of the system itself. 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 |
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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 (Absent) | 0/10 |
| Luke Curren | 10/10 |
| Niamh Walsh | 10/10 |
| B.I.S.U Mendis | 10/10 |
| Ethan Ibrahim (Absent) | 0/10 |