**Computer Science Workshop   
Meeting Minutes**

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| Meeting Details | Team Number - 6 |
| Date | 01/03/2022 |
| Time | 13:00 |
| Week number | 7 |

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| Agenda | Lead |
| Team meeting format | Team Lead |
| Decide next team leader | Luke Curran |
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| List of participants |
| Niamh Walsh |
| Luke Citrine (absent) |
| Laura Phillips (absent) |
| Luke Curran |
| B.I.S.U Mendis (absent) |
| Ethan Ibrahim |
| Cameron Marsh |

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| Minutes |
| Agenda Topic - Team meeting format |
| Had a brief catch up with group members to ensure that everyone is on track with their respective tasks. |
| Agenda Topic – Decide next team leader |
| Luke Curran |
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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 | 08/03/22 | 08/03/22 | Medium |
| Shane and Cameron to work on frontend code | B.I.S.U Mendis | Cameron Marsh | 08/03/22 | 08/03/22 | Low |
| Laura to continue looking at Matplotlib, figure out how to create graphs with variables | Laura Phillips | NONE | 08/03/22 | 08/03/22 | Medium |
| Niamh to continue work on spec doc | Niamh Walsh | NONE | 08/03/22 | 08/03/22 | High |
| Luke Citrine to get Ethan into the github repo, look into drop down menus in python | Luke Citrine | NONE | 08/03/22 | 08/03/22 | 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 | 0/10 |
| Luke Curran | 10/10 |
| Laura Phillips | 0/10 |
| B.I.S.U Mendis | 0/10 |
| Ethan Ibrahim | 10/10 |
| Cameron Marsh | 10/10 |