**Computer Science Workshop   
Meeting Minutes**

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| Meeting Details | Team Number - |
| Date | 08/03/2022 |
| Time | 12:00 |
| Week number | 8 |

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| Agenda | Lead |
| Team meeting format | Team Lead |
| Agree on team lead for the next two weeks | Luke Curran |
| Agenda Topic - Identify insights | ALL |
| Agenda Topic - Produce logical model | ALL |
| Agree action points | Team Lead |

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| List of participants |
| Luke Curran |
| Luke Citrine |

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| Minutes |
| Agenda Topic - Team meeting format |
| Starting the code |
| Agenda Topic - Agree on team lead for the next two weeks |
| Luke Curran |
| Agenda Topic - Identify insights you would extract from the data and how you would enable exploration e.g., menu, keyword search, etc. (requirements). |
| *This has been accomplished already in the prior weeks* |
| Agenda Topic - Prepare a specification draft |
| *This has been accomplished already in the prior weeks* |
| Agenda Topic - Agree action points |
| Look into detail at matplotlib |
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| Action | Lead | Contributors | Date expected | Date Delivered | Risk number |
| To look into more detail of matplotlib. | Luke Curran | NONE | 15/03/22 | 15/03/22 | low |
| Someone needs to upload, to git, a csv file of the data we have. | Luke Curran | Anyone | 15/03/22 | 15/03/22 | low |
| Discuss the types of graphs we are going to make and then allocate who is doing what | Luke Curran | NONE | 15/03/22 | 15/03/22 | Medium |

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| Risk Number | Risk description | Impact | Likelihood | Mitigation |
| 01 | Team members not showing up | high | high | Loss of points on individual scores for the 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 |
| Luke Curran | /10 |
| Luke Citrine | /10 |
| Laura Philips | /10 |
| Cameron Marsh | /10 |
| Niamh Walsh | /10 |
| B.I.S.U Mendis | /10 |
| Ethan Ibrahim | /10 |