**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 |
| The (smaller) team started today, by working on the larger project by identifying the types of graphs and plots they would like to use for the larger project, as well as exploring the Matplotlib code that we have on the lectures, tutorials and helpful websites. |
| Agenda Topic - Agree on team lead for the next two weeks |
| Luke Curran – Discussed what we could do without the rest of the team present and agreed that we’d both look at and start coding with Matplotlib to help both with the induvial tasks (done individually) as well as the larger task at hand, now that we have mock-up designs of what kind of data we want to represent and how to represent said data. |
| 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 |
| As mentioned above, to explore and expand upon the code of Matplotlib, in order to create the visualisations for both the individual tasks and the main task at hand, this will then help us with creating the visualisations for both tasks. |
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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 |
| Shane and Cameron to work on frontend code | B.I.S.U Mendis | Cameron Marsh | 15/03/22 | 15/03/22 | Low |
| Luke Curran and Ethan to work on backend code, create pseudocode | Luke Curran | Ethan Ibrahim | 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 | 10/10 |
| Luke Citrine | 10/10 |
| Laura Philips | 0/10 |
| Cameron Marsh | 0/10 |
| Niamh Walsh | 0/10 |
| B.I.S.U Mendis | 0/10 |
| Ethan Ibrahim | 0/10 |