**28th Jan**

* Introductions
* Kevin – works in Welfare Rights, studied maths 20 years ago
* Mark – studied/worked in sports science
* Su – studied insurance and risk management
* Jorge-
* What makes a good team e.g. set some ground rules?
* Be honest
* Update the team constantly
* Split the work fairly and specific
* Everyone has different commitments and how much time to spend on things
* Documentation needed for a meeting is uploaded 24 hours beforehand
* Be prepared for the meeting ( not reading up everything at the meeting)
* Be respectful/ understanding of everyone’s commitments and abilities.
* Make sure everyone is included in conversation
* How much time does everyone have to allocate to the project?
* Mark not working but doing the dissertation as well.
* Su is skiing but available evenings for next 2 weeks. She will be more available after that.
* Kevin – Mondays off, evenings and weekend are free
* Jorge – Data analyst working. Tuesday evenings are good for him
* Agree on what success looks like, what grade are we aiming for?
* We are looking to get the best grade possible.
* What are everyone’s strengths and weaknesses?
* Arrange regular meeting times
* Meet Tuesday 6pm 30/01/2024. Plan next meeting after every meeting
* Where are we storing our work
* Teams
* What software are we using for the analysis
* Possibly Python is the best programming language to be able to extract data from JSON file. Unsure how easy it is in R (files attached of how to read and view JSON files  in Python)
* Everyone is more comfortable with R so plan to use R for analysis
* Project plan with deadlines
* Peer Review 19/02/2024 – discuss Tuesday I we want to take part in peer review
* Week one tasks
* Look at code before Tuesday’s meeting
* Have a think if we want to put in a peer review
* Are we going to submit early for the peer evaluation?
* Discuss further on Tuesday. Think about time and availability to do this.
* What format do we want to submit the project in (report, presentation etc)
* Report
* Choose team captain
* Discuss on Tuesday

Preparation before team meeting

Everyone

* Look at JSON file and familiarise yourself with the data.

Actions for next team meeting

Everyone

* Who is taking minutes?
* Discuss strengths and weaknesses.
* Discuss data (preparation) and plan of next steps.
* Discuss any further information included in the project that is relevant.
* Choose a team captain. Do we want to arrange for someone to chair the meeting each time?
* Make plan for next meeting.

Jorge

* Discuss weekly availability.
* Discuss time available for project.

Next meeting

* Tuesday 30/1/2024 6pm

**30th Jan**

**Strength and weaknesses**

Kevin and Su prefer analytical work rather than writing

Jorge and Su mention procrastination as a weakness. We could all help to trying to stay on track with things

Mark is okay at writing, even though he is stronger in analytical work.  He could help the team with writing

Jorge prefers analytical but is happy to help with other things like writing, planning, exploring other methods, etc.

**Setting a project timeline and dividing efforts**

Measuring progress: charts to keep track of progress, what needs to get done. Mark’s partner could provide some advice.

An idea mention was that perhaps 2 people should focus on exploring methods, writing or managing tasks and the team; and two others focus on analytical work: visualising, transforming data, implementing the methods, answer the project questions. We will revisit this idea next week after everyone is a bit more familiar with the project.

We looked at Kevin’s work displaying the data (by gender, age, etc) and variables transformation, and challenges

**Next Meeting**

on Wednesday 7th of Feb,  time to be confirmed by Su around the 4th of Feb. The leader of the meeting will be Su and the minutes will be taken by Mark

**Action points:**

Create GitHub account

Get familiar with the project tasks and data

Mark to set up share GitHub repository

Jorge to lay down a basic a plan of action and timeline for the whole project

Ask Colette if submitting code will be required

**7th February**

Discussed using GitHub

* Mark has created a project repository and Kevin and Jorge have access
* Jorge tested editing a file and everything seems to be working

Discussed the data sets and the analysis that had been done so far.

* Offers seem to be allocated randomly to customers but need to confirm this.
* Variability in the percent viewed, percent completed across offers, one offer has a higher percentage completed than viewed.
* All offers are released at set dates and customers, and it looks like customers on receive only receive one offer at a time, but we need to verify this.
* Discussed the time intervals in the transcript data vs offer duration, we think the time on the transcript is hourly.
* The time interval between offers may be useful for linking transactions to offers.
* Jorge made the point that we should start with some clustering soon even if it is with a limited number of variables.
* Kevin suggested keeping a log of what we have done when we are doing analysis to record interesting findings and the though process behind the analysis.
* There seem to be groupings in the average transaction amounts by customer (less than £5, £5-40, £40+.

Actions for next meeting

* Jorge to look at the relationship between profile data and the number and type of offers received (demographics and membership start date).
* Kevin to look at grouping the customers by amount spent, frequency, and recency.
* Mark to look at linking the transactions with offers.
* Su to continue with the creation of variables she had suggested on WhatsApp (if she is able to).
* Next meeting Wednesday 14th Feb 6pm.