**MEETING MINUTES**

**Professional Computing Project Team 03**

**MEETING OVERVIEW**

**Date & Time:** August 6, 2025 – 9:30am  
**Duration:** 3.5 hours  
**Purpose:** Project overview, team restructuring, and work coordination for major migration research initiative  
**Lead:** Dr. Chris Parsons  
**Attendees:** 4 groups

**KEY DISCUSSION POINTS**

**Project Understanding**

The project focuses on historical and contemporary migration patterns with particular emphasis on climate-induced migration and demographic flows. The research involves processing **35,000 documents** totaling **6.8 million pages** of migration data, representing a terabyte-scale undertaking that aims to create standardized, analyzable datasets from historical records spanning multiple decades.

**Data Access and Quality Concerns**

Critical questions were raised about whether teams have access to original data or only translated versions, as translated data cannot be reversed to original form. The project updates every 10 years with census data, requiring ongoing harmonization and imputation processes managed by demographic experts.

**Work-Around Strategy for Data Access**

The team decided to circumvent licensing issues by accessing documents through libraries worldwide rather than through original problematic sources.

**ACTION ITEMS**

**Administrative and Coordination Tasks**

|  |  |  |
| --- | --- | --- |
| **Task** | **Responsible Party** | **Details** |
| Confirm recurring meetings | Project Director | Thursday 10-11 AM mentor meetings, Monday morning team prep |
| Distribute resources to team | Project Lead | Provide documents, examples, and access to 5TB cloud storage |

**NEXT STEPS**

* Complete brainstorming for data collection or identification document locations
* Schedule first team meetings for newly structured teams in mid-August

**Communication Framework**

* **Weekly one-on-one meetings** established as standard practice
* **Monday-Thursday availability** confirmed for all team members

**PROJECT METRICS**

**Scale of Work(To be confirmed):**

* **Documents to Process:** 35,000
* **Total Pages:** 6.8 million
* **Data Scale:** Terabyte-level
* **Computing Requirements:** 256GB-1,024GB RAM
* **Cloud Storage:** 5TB (1TB+ currently utilized)

**CONCLUSION**

The Migration Research Project represents a significant academic undertaking requiring substantial technical infrastructure, international collaboration, and innovative approaches to historical data processing. The newly restructured team and established partnerships position the project for success in creating a comprehensive migration dataset for climate and demographic research.

**Meeting Minutes Prepared by:** Rania Khan  
**Date Prepared:** August 8, 2025  
**Next Meeting:** August 11, 2025 (Tentative)