MATH3001: RIVERS PROJECT

Agenda & Minutes from Meeting on 23-OCT-2018

1. **MEETING INFORMATION**

**DATE:** Friday 23-OCT-2018

**TIME:** 13:00-14:00

Attendees:

|  |  |  |
| --- | --- | --- |
| Name | Position | Attendance |
| Abbey Chapman | Student | Yes |
| Antonia Feilden | Student | Yes |
| Sophie Kennett | Student | Yes |
| Mary Saunders | Student | Yes |
| Jack Willis | Student | Yes (Chair) |
| Thomas Kent | Supervisor | Yes |
| Onno Bokhove | Supervisor | No |

1. **AGENDA & MINUTES**

* Review of Actions
* Minutes

|  |  |  |
| --- | --- | --- |
| Date Raised | Item | Output |
| 16-OCT-2018 | 1. Recreate graphs for River Aire, Don and Calder.   30-OCT-2018. | * Team met and worked on all of the graphs together. Groups discussed code to ensure everyone was up to speed. * Abbey & Antonia using Python * Sophie, Mary, Jack using R |

1. **ACTIONS**

| Date Raised | Action | Deadline  (Action Owner) | Status |
| --- | --- | --- | --- |
| 16-OCT-2018 | 1. Remake graphs for River Aire, Calder & Don. | 30-OCT-2018 (ALL) | Team met and shared information and code so the group are able to finalise graphs for Tuesday 30th. |
| 16-OCT-2018 | 1. Become familiar with the readme part of a Github repository. 2. Edit and use the readme and repository to present data at next meeting. | 30-OCT-2018  (ALL) | Team explored editing the readme file and ensure everyone was up to speed with how to upload files to repository. |
| 16-OCT-2018 | 4. Choose one other river each to explore and attempt to find the data from this river flood from the local council. | 30-OCT-2018  (ALL) | Team decided on one river each to further explore. |
| 16-OCT-2018 | 5. Become familiar with the square representations of the river floods. | 30-OCT-2018 | Team discussed this and would become more familiar for next meeting. |

1. **CHAIR PERSON**
   1. **Rota**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week 1** | **Week**  **2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **Week**  **7** | **Week 8** | **Week 9** | **Week**  **10** | **Week 11** |
| N/A | Antonia | Abbey | Jack | Mary | Sophie | Antonia | Abbey | Jack | Mary | Sophie |

* 1. **Roles & Responsibilities**

Before the meeting:

* Have an Agenda ready

During meeting:

* Record attendance, take minutes and actions
* Organise and agree times for the next meetings

After the meeting:

* Send out minutes and save in GitHub
* Book room for next meetings
* Send out meeting invites to group with meeting details in