

CE903/913 (MSc Group Project): Outline Agenda for Group Meetings

1. Group members: Siddharth Shyamsunder, Neeraj Sirohi , Pranavi Vasa, Mushfika Sultana, Zhongjian Xiao, Yang Yize.
2. Apologies for absence: All are Present
3. Review of minutes of previous meeting and matters from the minutes:
 - Objectives/outcomes of project
 - Sources which we should use
 - Methodology to be used
4. Review of actions from previous meeting:
Go through previous work for fact checking deciding our field of study and looking into citation from the previous work
5. New matters for consideration/discussion:
Looking into fact checking on unstructured data instead of simple statistical data
6. Discussion of new actions to be carried out & individual responsibilities
 - including setting an agenda for the next meeting (new chairperson – see Item 7)
 - including writing and distributing the minutes for this meeting (current secretary)
7. Appointment of chairperson and secretary for the next meeting:
Chairperson : Pranavi Vasa
Secretary : Mushfika Sultana
8. Date, time and place for the next formal meeting:
Date : 29 January 2019
Time : 3:00 PM
Place : STEM

Explanatory notes:

Item Number	Explanation
2	This is where you record the names of those people who provided a genuine reason for their absence <u>before</u> the meeting takes place.
3	This is where you review the minutes of the previous meeting, agree on (and record) any necessary changes of fact and then agree that the (corrected) set of minutes is an accurate record of what took place. <i>These minutes should have been made available to all group members sufficiently in advance of the meeting, so that everyone has had time to review them first.</i>

4	This is where you review <u>all</u> the actions agreed at the previous meeting and record the progress made in completing them. Where actions have not been completed within the original timescale, the meeting must determine a new timescale for the action (and assign different responsibilities, if the meeting agrees that this is necessary) under Item 6.
5	This is where you discuss all new matters.
6	This is where you agree on <u>what</u> needs to be done, <u>who</u> is going to do it and a <u>timescale</u> within which it should be done. This list will <u>always</u> include the two sub-headings listed in the outline agenda above and any uncompleted actions from Item 4. <i>Uncompleted actions should be the first items on this list.</i>
4, 5 & 6	When preparing the actual agenda for a meeting, you should add specific items, where possible, under Items 4, 5 and 6, so that other group members have a clear idea beforehand about what is going to be discussed at the meeting. (Of course, it is always possible that extra items for discussion will arise during the meeting.)