MINUTES TEMPLATE

Meeting Location, Date & Time	Baillieu Library, Thursday 12th Sept, 12:00 - 13:00
Group members present	All
Group members absent	None

1 Actions from previous meetings

Task	Who is responsible	Deadline
None - First Meeting		

2 Items discussed and decisions made

Item	Decision (if applicable)
Data Scrapping	
Developing and discussing Ideas for the Research topic	
Reading Papers	
Understadning Scope of the Project	
GitHub / Drive Created	

3 Agreed actions from this meeting

Task	Who is responsible	Deadline
Coming up with research questions based on given datasets from the pdf	All	
Finding relevant datasets externally (if needed)	All	

4 Next meeting

Location	Online
Date & Time	Saturday, 14th Sept
Goals	Discussing our findings and finalising on our research question