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| meeting Minutes | |
| Week 1 | |
| Date: | 31/08/2023 |
| Time: | 7pm |
| Minutes Taken by: | Mark |

# In attendance

Charlet, Hao, Louis, Mark

# Actions

* **Louis:** Set up MS Planner
* **Mark:** Set up Word doc for Assignment 1a
* **Hao:** Change lecturer meeting time from Tuesday to 5pm Monday next week
* **All:** Familiarises ourselves with the tools and get Github repo cloned to local machine.
* **All:** Watch the Previous years Q/A Session with Jack Simpson ([ZZSC9020-6375\_00027: Previous Q & A Session with Jack Simpson (unsw.edu.au)](https://moodle.telt.unsw.edu.au/mod/forum/discuss.php?d=1935649))
* **All:** Watch Friday’s (6pm) Q/A Session with Jack Simpson ([ZZSC9020-6375\_00027: Upcoming Q & A session with Jack Simpson, Endgame Economics (unsw.edu.au)](https://moodle.telt.unsw.edu.au/mod/forum/discuss.php?d=1936001))

# Decisions

* Implementation Checklist
  + Software for Group Meetings: **Microsoft Teams**
    - Utilising the Microsoft Suite of tools.
  + Software for Collaboration:
    - **Github**: Compulsory and for version control
    - **MS Planner**: Easiest way to generate task tickets
    - **One Drive**: Use as file storage to keep everything under the Microsoft Suite
  + Software fore data Analysis: **R Studio**
    - Majority of the team is familiar
    - Good for statistics and modelling
    - Good for plotting and data visualisation
  + Software for Report: **R Markdown**
    - Easiest to implement when using R
  + Software for Oral Presentation:
    - **Powerpoint:** For the presentation slides as everyone is familiar with how to use it
    - **Zoom:** For recording the presentation as its simple to use
* Team Roles (Everyone will be involved in each area, but main responsibility will sit with each role)
  + Louis: Team Leader, Data Modeling
  + Charlet: Coding
  + Hao: Data cleansing and wrangling
  + Mark: Research and writing
* Assignment 1a
  + Abstract – Depends on the problem statement/question
  + Introduction and Motivation – **Hao**
  + Brief Literature Review - **Mark**
  + Methods, Software and Data Description - **Charlet**
  + Activities and Schedule - **Louis**
* Meetings
  + Group Meeting every Thursday 7pm
  + Minute taking and Agenda preparation to be rotated within the group

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| **Week** | **Agenda** | **Minutes** |
| Week 1 |  | Mark |
| Week 2 | Mark | Charlet |
| Week 3 | Charlet | Hao |
| Week 4 | Hao | Louis |
| Week 5 | Louis | Mark |
| Week 6 | Mark | Charlet |

* To Do/Miscellaneous
  + Need to begin Data Analysis
  + Ned to come up with problem statement
  + Need to come up with an agenda for Monday’s Lecture Meeting
  + Assignment 1a (1st Draft before Monday’s Meeting)
  + Assignment 1b: Implementation checklist (Use notes from minutes)

## Next Meeting on Thursday 7th September at 7pm.