**Meeting Minutes**

Group Name: The NADS

Date of meeting: February 14, 2018

Attendees: Ali Fahim, Charles Bellefontaine, Richard Rennehan

Non-Attendees: Charles Ranni, Travis O’Brien

Prior Activities Completed

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | MINUTE | COMMENT | ACTION |
| 1 | Research Commenced | Studied machine learning, privacy laws, and algorithms. | ALL |
|  |  |  |  |
|  |  |  |  |

Meeting Minutes Activities

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | MINUTE | COMMENT | ACTION |
| 1 | Gathered Requirements | Determined what the system will do and what it will need to work | Ali |
| 2 | Addressed Risks and Concerns | Determined possible hurdles | Ali, Charles B |
|  |  |  |  |

Weekly Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | MINUTE | COMMENT | ACTION |
| 1 | Progress checked against plan | We’ll need additional time for research. We still should be able to complete major planning areas before March 5 | Richard |
| 2 | Members assigned task for next week | Further research on machine learning and data | ALL |
| 3 | Known outages accounted for | College closed for Family Day. | ALL |

I approve/do not approve these minutes

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<https://nscc-my.sharepoint.com/:w:/r/personal/w0413101_campus_nscc_ca/Documents/Applied%20Semester%20Project/Major%20Planning%20Areas.docx?d=w434dcbec4b074dc4b1e76b27bff120e9&csf=1&e=bUzYcO>