

Group Project Minutes

Logged by: Juan Carlos Farah

16 January 2015

Attendance

1. Juan Carlos Farah (JCF)
2. Christos Kaplanis (CK)
3. Erik Grabljevec (EG)
4. Panagiotis Almpouras (PA)
5. Ioannis Kasidakis (IK)

Summary

This meeting was mainly focused on discussing the way that the group would tackle the project's administrative tasks and get the ball rolling with preliminary readings and installation of software needed.

Takeaway Points

1. Weekly team meetings scheduled for Wednesdays at 1400.
2. Weekly meeting notes will be recorded in LaTeX and added to the repository.
3. Python style will be based on the [Google Python Style Guide](#) and [PEP 8](#).
4. Folder structure for meeting notes will be as follows:
 - (a) In repository's root folder there is a **minutes** folder.
 - (b) For each meeting there is a folder with the name following YYYY.MM.DD format, e.g. **2015.01.16**.
 - (c) If there are two meetings the same day, just add suffix -a, -b, etc., e.g. **2015.01.16-b**.
 - (d) Inside each of these folders you should find a **minutes.tex** file, and a **minutes.pdf** compiled filed. All other files will be in the .gitignore, so unless you compiled that .tex file manually, you shouldn't see them.
5. The **minutes.pdf** files will be also made available through the Google Drive.
6. Any action points in the minutes should be added to Trello by the logger.

Action Points

1. Team to read all papers provided and share thoughts via email.
2. Team to install NEURON in the systems they will be using.
3. Team to clone the repository.
4. CK and IK to read the code provided.
5. JCF to create LaTeX template for meeting notes.
6. JCF to create add unnecessary .gitignore