

Minutes - Meeting #01

Date	March 6,2021 (Saturday)
Time	03:00 PM
Location	Zoom Meeting
Attendees	Vignesh, Meghna, Chen, Xinyu
Apologies	None

Agenda and Notes

Item	Notes	Actions	Due	People
1)	Introduction of Group Members	Established the first form of connection and communication with all the group members. Had a brief introduction of group members, getting to know the academic background and area of expertise of each individual and some cultural exchange between the members.	-	All
2)	Choosing preferred communication tool	Everyone agreed to use Slack as primary source of communication tool. The group name is Data Science Capstone Project- GROUP 9, created by Vignesh on March 4 <sup>th</sup> 2021.	-	All
3)	Getting Project Preference	Everyone was asked to come up with their top three preferred projects and then final 3 topics will be decided based on the majority interest of the group.	-	All
4)	Completing Project Preference survey	The project preference survey was completed by Meghna in zoom meeting (in front of everyone) on behalf of Group 9. The chosen projects are 15, 27 and 24. Refer * to know more.  *[ 15- Profiling electricians on a platform business to improve public safety.  27- Coaches Dashboard Analysing team data.  24- Improving rainfall forecasts for the current day.]	8 <sup>th</sup> March 2021	Completed by Meghna in front of everyone.
5)	Short discussion on availability	Had a discussion on convenient day and time for upholding future meetings and discussions. Most of them agreed to have meetings on Monday after 12 PM AEST (to suit the best time for all group members).	-	All

Next Meeting

Date	15 <sup>th</sup> March 2021
Time	03:00 PM
Location	Zoom Meeting