Minutes

PSD Group workshop: Scrammar

Date: 22/02/2017

Duration: 1 hour

Present: Cameron, Michael, Alex, Manny, Jamie

Jamie is the note taker and time keeper. Manny is chairing.

Mann, Alex, Cameron, and Michael sorted words into piles based on their category, i.e. nouns, adjectives, pronouns, etc.

Manny and Alex suggested that the sentence be built by creating the different clauses of the sentence first and then joining them together creatively towards the end.

The entire team co-operated with each other in constructing clauses. There was excellent communication within the group as words from their respective piles were found and used with speed.

Michael suggested that we could afford to lose points on nonsensical parts of the sentence provided that we recouped the points from using high-scoring words.

The sentence was drawn together with haste but was completed on time.

PSD Group workshop: Crop Circles

Date: 01/03/2017

Duration: 1 hour

Present: Cameron, Michael, Jamie, Alex, Manny

Manny is the note taker. Alex is the chair.

Alex gave instructions to the rest of the group on how to draw various objects from a pre-made image. Alex was not allowed to look at the drawings the others made while he gave instructions.

Co-ordination and listening skills were tested. After each drawing, we all had a look at how each other did in comparison to the original image.

MS Project Plan Groupwork

Date: 02/03/2017

Duration: 1 hour

Present: Michael, Cameron, Manny, Alex

Cameron is the note taker. Michael is the chair.

Microsoft Project is open and the group is creating a project plan. Michael is using the general election sheet from the Surrey Learn VLE for guidance. Manny and Alex are giving Michael suggestions on what to put in the plan.

The group encounters a problem with clashing events in MS Project.

Michael resolves the problem on MS Project by adjusting event durations and start and end dates, and therefore increasing flexibility. The problem is resolved.

The group reviews the events and agrees the allocation of time and human resources is fair.

Group meeting: update before Easter break

Date: 31/03/2017

Duration: 30 min

Present: Michael, Jamie, Alex, Cameron

Jamie is the note-taker. Alex is the chair.

Brief meeting to check that roles have been properly assigned and that everyone is aware of who is doing what. It is agreed that during the Easter break Alex and Cameron will work on the Excel analysis, Michael will work on the MATLAB analysis and Jamie will start compiling the reports and working on making the wiki.

It was mentioned that various group members would not have internet access or would be busy during certain parts of the break and the milestones were arranged accordingly. Communication during the Easter break will continue through Facebook Messenger.

Group meeting: update after the Easter break

Date: 03/05/2017

Duration: 30 min

Present: Jamie, Michael, Alex, and Cameron

Michael is the note-taker. Cameron is the chair.

Cameron asked the group what work they had completed over Easter. He noted that the Excel work was completed, but some of the MATLAB work needed a few finishing touches. Cameron made a suggestion of updating the Project Plan to include the wiki. The group members were unsure about what Manny was working on, as he was not a member of the Facebook group at that point. Michael offered to get in touch with him.

Week 10 Group meeting

Date: 11/05/2017

Duration: 30 minutes

Present: Jamie, Manny, Michael

Michael is the note-taker. Manny is the chair.

Jamie discussed making the wiki and showed the group how the wiki looked at that point. Manny showed the group the skeletons of the MS Powerpoint presentation that was constructed and commented on how the presentation could be given on the slides that were outlined.

Week 10 Group meeting

Date: 12/05/2017

Duration: 1 hour

Present: Manny, Michael

Manny is the note-taker. Manny is the chair.

Meeting to discuss the MATLAB work and how to progress. Interpretation of question 2)b) is of particular concern. An agreement is reached as to how the group should answer it. The meeting is adjourned as the work begun.

Group presentation rehearsal

Date: 15/05/2017

Duration: 2 hours

Present: Manny, Michael, Alex, Jamie, Cameron

Michael is the note-taker. Manny is the chair.

Final group meeting to go over the presentation. Various changes were made to the Excel slides. Jamie agreed to make some slides summarizing the group reports and submit the presentation before the deadline.