

Group F MEETING MINUTES

Meeting/Project Name:	Spark	
Date of Meeting:	03/04/2022	Time: 9-10 PM
Minute Taker	Jessica Navarro	Location: MS Teams

2. Attendees

Name	Role
Lany Cochon	Group Leader
Ella Pyman	Data Scientist
Justin Bloesch	Data Scientist
Assadullah Samir	Data Scientist
Jessica Navarro	Data Scientist

3. Meeting Agenda

Topic	Owner
Progress update	All
Discuss agenda for consultation meeting	All
Discuss schedule for week 4 consultation meeting	All
Reminder for Github uploads	All

4. Actions / Discussions

Topic	Owner
Report writing deadline on Friday so a draft in the template can be done in the weekend.	All
Presentation draft deadline on Sunday.	All
Assad to review TFT section of report and provide feedback.	Assad
Jess to fix referencing and templating of the report.	Jess

4. Risks

Topic	Owner

5. Next Meeting

Date: (MM/DD/YYYY)	04/04/2022	Time:	6:00-6:30 PM	Location:	Collaborate
Objective:	Consultation Meeting				