

Group F MEETING MINUTES

Meeting/Project Name:	Week 0.1	
Date of Meeting:	06.03.2022	Time: 2100 hrs (AEDT)
Minute Taker	Justin Bloesch	Location: MS Teams

2. Attendees

Name	Role
Lany Cochon	-
Ella Pyman	-
Jessica Navaro	-
Justin Bloesch	-

3. Meeting Agenda

Topic	Owner
Roles & Responsibilities	Everyone
GitHub Repository Setup	Everyone
Project Tools	Everyone
Project Plan	Everyone
Next Meetings: Group & Course Conveyer	Everyone

4. Actions

Topic	Owner
Roles & Responsibilities: Lany – Project Lead; Elle – Consultant; EDA & Data Visualisation, Deliverable templates & collating Jess - Data Scientist; EDA & Data Visualisation Justin - Data Scientist; Modelling	-
GitHub Repository Setup: Team members to supply user names and emails to be added as collaborators.	Justin
Project Tools: R (R-Studio), Python (Anaconda), Tableau, MS Word & PowerPoint	
Project Plan: Contributions & draft by Friday 11.03.2022 for review by team members Collating & editing contributions Gantt Chart/Teams Planner Outline methods, software, and description of the data. Literature Review	Elle Lany Jessica Justin
Project Data Set: QLD to avoid Daylight savings seasonality	

4. Risks

Topic	Owner
Lany may need family leave to Philippines.	Team
Four member Team.	Team

5. Next Meeting

Date: (MM/DD/YYYY)	13.03.2022	Time:	2100 hrs AEDT	Location:	MS Teams
Objective:	Project Plan draft for comment. Data Engineering, EDA, Visualisation.				