Group F MEETING MINUTES

Meeting/Project Name:	Spark	
Date of Meeting:	04/04/2022	Time: 6-7 PM
Minute Taker	Jessica	Convenor: Rohit

2. Attendees

Name	Role
Rohitash Chandra	Lecturer
Jessica	Data Engineer & Visualisation
Ella	Data Consultant
Lany	Project Manager

3. Meeting Agenda / Discussion

Topic	Owner
What does convenor look in the presentation	Group F
10th April, Sunday – presentation ready?	Group F
Feedback on visualisations: • Rohit recommends removing the black borders of the images • Some of the words are too small/blurry to read (i.e. figure 5.1.3) • If we created the image, no need to specify a source	Group F
Title, abstract and appendix are included as part of the 35-page limit.	Group F
References should be in chronological order (as they appear in the document)	Group F
Methodology: • Methodology should only include 1-2 figures from outside and 1-2 figures of our own. • No need to explain the inner workings of the models. Do not put diagrams you cannot explain. • Can create a diagram that summarises the overall methodology.	Group F
Live video of presenter is not required but preferred.	Group F
Suggestion: Check Rohit's papers for ideas of visualisations and explanations.	Group F

4. Risks

Topic	Owner
Time available for drafting/writing the report as well as creating video presentation	Group F

5. Next Meeting

Date: (MM/DD/YYYY)	10/04/2022	Time:	9-10 PM	Location:	MS Teams
Objective:	Weekly Meeting				