# Group F MEETING MINUTES

| **Meeting/Project Name:** | Spark |
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| **Date of Meeting:** | 31/03/2022 | | **Time: 6-7 PM** |
| **Minute Taker** |  | | **Location: Collaborate** |

| 2. Attendees |
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| **Name** | | **Role** |
| Justin | | Data Scientist |
| Jessica | | Data Engineer & Visualisation |
| Ella | | Data Consultant |
| Assad | | ML Consultant |
| Lany | | Project Manager |

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| 3. Meeting Agenda |
| **Topic** | | **Owner** |
| 1. Question about presentation, should we mention the models? 2. Do we need to show video and dress professionally? 3. Color schemes in the images, we have Tableau, R, Python, is it okay if we have different color schemes as this is how we have worked collaboratively? 4. Codes/Model – do we submit this in GitHub or send through email? 5. Do we package all codes in .zip? 6. Clarification of video presentation limit – 15 mins per team, 3mins per person. | | Team F |
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| 4. Actions / Discussions |
| **Topic** | | **Owner** |
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| 4. Risks |
| **Topic** | | **Owner** |
| Time available for drafting/writing the report as well as creating video presentation | | Group F |
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| 5. Next Meeting | | |
| **Date:** (MM/DD/YYYY) | | 03/04/2022 | | **Time:** | 9-10 PM | **Location:** | MS Teams |
| Objective: | Weekly Meeting | |