# Group F MEETING MINUTES

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

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

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| 3. Meeting Agenda |
| **Topic** | | **Owner** |
| 1. What does convenor look in the presentation 2. 10th April, Sunday – presentation ready? | | 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) | | 10/04/2022 | | **Time:** | 9-10 PM | **Location:** | MS Teams |
| Objective: | Weekly Meeting | |