

Monday 4th November 2019.

Data Science Society: Meeting 5.

In attendance:	Minutes taken by:
<i>Ryan Urquhart</i>	<i>Annabel Whipp</i>
<i>Annabel Whipp</i>	
<i>Vicki Jenneson</i>	
<i>Verity Tether</i>	
<i>Ellie Marfleet</i>	
<i>Mitali Agrawal</i>	
<i>Fran Pontin</i>	

In this meeting plans were confirmed regarding a networking event with three companies.

The proposed structure for the event is:

Speaker 1

Speaker 2

Speaker 3

Panel session

Networking opportunities

Annabel and Ellie will follow this up with emails to the appropriate company representatives. The presenters will be asked to present who they are/what they do, showcase any vacancies they have, highlight any key skills which they look for or any particular software that they use. The panel session will be an opportunity for the students to ask questions regarding the companies and more general job application/data science skills-based questions.

An EGM is in the process of being organised by Verity so that Ellie and Mitali can be elected onto the committee. Verity will continue to provide updates regarding this. Both will need to write a manifesto.

- Ellie's role will be Events Co-ordinator and will assist with the planning and running of events including liaising with external organisations.
- Mitali's role will be social media officer handling LinkedIn and Twitter.

Several additional events have been planned:

A Christmas themed workshop in December (everyone hopefully can be involved in this)

An Excel workshop in February (possibly Annabel)

A seminar on AI and Machine learning (Annabel and Ellie). This will be for the give it a go session- we still need to decide who is applying for the give it a go event.

We also need to make sure that at every session we let students know where the nearest emergency exit is and where the toilets are. It may also be useful for a tick box on forms when applying to events or at registration if anyone needs help in an evacuation due to health needs.

The form for external speaker approval will be uploaded to the GitHub page.