

Wednesday 11th September 2019.

Data Science Society: Meeting 1.

In attendance:	Minutes taken by:
<i>Vicki Jenneson</i> <i>Amanda Otley</i> <i>Ryan Urquhart</i> <i>Fran Pontin</i> <i>Annabel Whipp</i>	<i>Annabel Whipp</i>

Meeting objective:

To discuss the roles of the new committee members and to plan out events for the start of the academic year.

Minutes.

Organisation of society resources

- There is currently a Dropbox where everything goes
- Amanda agreed to share a link to the Dropbox
- Annabel agreed to set up a GitHub page for the notes
- The spreadsheet containing information regarding events, communications etc. will be managed by Annabel but all members of the committee

Communications

- Consult with Ning regarding the website and the mailing list
- The newsletter will begin from next week and will include information regarding events, society news and jobs
- Consult with Verity regarding the newsletter when she returns from annual leave
- Explore whether it is possible to advertise society events on screens around campus

Operations

- Consult with Verity regarding jobs she undertook in her role as operations manager when she returns from annual leave
- Inquire as to whether it is possible to get access to room booking

Welcome event

- The event will be held on Tuesday 1st October. The time is TBC
- Who we are, what kind of events we have to offer, skills required, etc.
- Book the big room in the business school for the event (operations).

Promoting the society to students/cohorts

- Business school
- Bio-informatics
- AI CDT
- Data science CDT
- Geography BA

- Causal inference
- Mathematics

Planned events

- Tableau event- November- Amanda will get the date from Roy Ruddle
- Smart cities and digital twins seminar- what are they, what can we do with them, where is research at now and where could it go
- Note: Tickets for any events DSS run are done through Eventbrite which will be shared with the group

Prior to the next meeting:

- Amanda will send Annabel the logo for use on the Github page
- Annabel will format the Excel document
- Ryan will look at templates for the newsletter
- Amanda and Annabel will meet regarding online resources

The next meeting:

Plans for the freshers fair will be discussed, upcoming events and the newsletter.