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| GROUP D – 1st Meeting minutes | |
| Location: | Virtual (Zoom) |
| Date: | 13/05/2021 |
| Time: | 7:30pm – 8:30pm |
| Facilitator: | Bahee Gnanasundram |

# Agenda Items

1. Meet and Greet team members.
2. Understand the strength and weakness of each team members, availability of their time slots for weekly meetings.
3. Initial Review of the project data, everyone’s view of the scope of the project, tool chain, strategy, task assignments and planning.
4. Work out the weekly appoint with the lecturers.
5. Working out action plan.

# Meeting Minutes

Start Time: 7:30pm

Finish Time: 8:30pm

Attendees: Bahee Gnanasundram, Maththew Seery, Rahul Lobo, Mohammad Ahsan Ullah

**Outcome:**

* 1. Introduced each other, background, strength weakness and preferences.
  2. All familiar with R and Python, while Rahul is much comfortable with R, while the rest prefer Python. We will use combination of both. While most can use Jupyter notebook, Bahee will use Spyder for python coding, development, and implementation.
  3. All familiar with SQL, require a bit of warmup.
  4. Selected Matt as team leader and Bahee will step in and compliment Matt if required.
  5. Bahee to make for the first booking with a lecturer for early next week.
  6. Bahee to setup Git environment
  7. Bahee to prepare the meeting minutes. This can be done by other members in turn
  8. Group meeting will be every Monday and Thursday @7:30pm, expected to last 1 hour. Some difficulty using Teams, so decided to use Zoom.
  9. General catchup through WhatsApp
  10. Task Management in an ideal working environment with JIRA, but this is a limited scope project, can be done even with the spreadsheet. A Gantt chart can be used to track the progress.
  11. File sharing will be through Google Drive
  12. Everyone to explore the data, prepare the questions, but Matt will lead the literature review.
  13. Tableau will be used for Data Visualizations and Ahsan will lead this.
  14. Rahul will use R for critical statistical analysis of data
  15. Bahee will work with others to identify and work on the algorithms and models.
  16. Next Meeting will be on the 16/05/2021 @ 7:30pm to prepare response for assignment task.

# Action Items

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| Task | Name | Completion Date | Current Status |
| Meeting Minutes | Bahee | 16/05/2021 | Completed |
| Git Repository Setup | Bahee | 19/05/2021 | Went through some exercises, setup after the submission of Group Project Plan |
| Group Project Plan & | All | 18/05/2021 | Exploring the data. Matt will make the submission |
| Check list | All | 18/05/2021 | All will respond individually based on the group decision. |
| Booking with a lecturer | Bahee | 14/05/2021 | Booking made with Gustavo Batista for 1PM-2PM, 18/05/2021 |