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| GROUP D – 2nd Meeting minutes | |
| Location: | Virtual (Zoom) |
| Date: | 16/05/2021 |
| Time: | 7:30pm – 8:30pm |
| Facilitator: | Bahee Gnanasundram |

# Agenda Items

1. Project Plan inputs
2. Discuss, assign responsibilities of the work items.
3. Discuss check list items.
4. Make Appointment with an online lecturer Gustavo Batista.
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. Bahee presented abstract and software and tools.
  2. Ahsan discussed his findings with the data and presented visualization using tableau.
  3. Maththew presented his literature review.
  4. Group went through the check list and selected appropriate items.
  5. Rahul demonstrated RMarkdown with the draft document.
  6. Matt already did the Git Repository.
  7. Bahee to prepare the meeting minutes.
  8. Final review of the submission document after the discussion with Gustavo.
  9. Matt to finalize the document based on Gustavo’s feedback, Rahul to use the RMarkdown to generate the pdf, and everyone to review and approve the document.
  10. Matt will make the submission.
  11. All to analyze the data.

# Action Items

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| Task | Name | Completion Date | Current Status |
| Meeting Minutes | Bahee | 16/05/2021 | Completed |
| Git Repository Setup | Matt | 16/05/2021 | Completed |
| Group Project Plan & | All | 18/05/2021 | Core work completed. Matt will make the submission on the 18th. |
| 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 |
| Review Data | All | 24/05/2021 | Continuous action item |