

Team Meeting Minutes – Week 1

Project Title - Improving Checkout Experience to Reduce Cart Abandonment in Australian E-Commerce

Date & Time – 05/01/2026, 5pm – 9pm

Platform – Zoom Meeting

Attendees

Member 1 - T Mudiyanseelage Mudith Mahen Banuka Thilakarathna (240112)

Member 2 - Ampitiye Gedara Sanjeevani Pathiraj Warnakulasooriya (240170)

Member 3 - Iurapita Gedara Nirosha Kumari Jayarathna (240205)

Agenda & discussion table:

Agenda Item	Discussion Summary	Decisions / Outcomes	Action Items (Who, By When)
1. Finalising project scope for Part B (MVP)	Team reviewed Part A scope and confirmed the need to reduce features due to the 7-week timeline. Discussed which tasks are realistic and which tasks are not possible within the timeframe.	Final scope confirmed (MVP): Synthetic dataset + Funnel/EDA + Logistic Regression model + Model interpretation + UX recommendations based on analytics. Excluded: Real data integration, frontend UI build, A/B testing, multiple ML models.	Member 1: Update README with refined scope (By end of Week 1). Member 2: Draft dataset plan document (By end of Week 1). Member 3: Draft UX mapping plan document (By end of Week 1).
2.Tools & technical environment setup	Team discussed tools needed for implementation. Confirmed that Google Colab will be used for Python analysis due to easy collaboration, and GitHub will be used for version control and evidence tracking.	Tools confirmed: Google Colab + Python libraries (pandas, numpy, matplotlib, seaborn, scikit-learn) + GitHub repository structure.	Member 1: Create Colab notebook Week 1 setup + upload to GitHub (By end of Week 1). All members: Ensure each member makes at least 1 commit (By end of Week 1).
3. Team responsibilities and weekly workflow	Team agreed to split tasks based on project stages. Also agreed that weekly logs, screenshots, and Git commits will be collected as evidence. Discussed how weekly	Roles confirmed: Member 1 = coordination + modelling, Member 2 = dataset + EDA, Member 3 = UX mapping + documentation. Workflow confirmed: Weekly meeting + weekly project	Member 3: Create meeting notes file and team roles file in /docs (By end of Week 1). Member 2: Create dataset plan file in /docs (By end of Week 1).

	progress will be documented for assessment.	log + commits + screenshots.	
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Risks / Issues Raised:

- **Risk / Issue:** Scope becoming too large and not finishable in 7 weeks
- **Impact:** High risk of incomplete implementation and weak evidence for assessment
- **Next Steps:** Keep implementation limited to MVP (synthetic dataset + logistic regression) and document exclusions clearly in Week 1 log.

Next Meeting:

12 Jan 2026, 5:30 PM – 9:00 PM

Planned focus:

- Finalise dataset schema (columns and meaning)
- Begin synthetic dataset generation in Google Colab
- Confirm Week 2 commits and evidence collection