

Date	Meeting Focus	Key Decisions	Actions Agreed	Responsible
13 Nov 2025	Project scoping and idea generation	Multiple candidate package ideas identified (missing data, fairness, meta-analysis, SPC). Fairness toolkit identified as promising but not yet finalised.	Reflect on feasibility and novelty of each idea before committing to a direction.	All members
21 Nov 2025	Direction setting	Agreement to pursue algorithmic fairness evaluation. Intersectional fairness identified as a potential novel contribution.	Explore intersectional fairness further; outline early package structure; seek tutor guidance. GitHub repository to be created.	All members. Raiet - GitHub repo
28 Nov 2025	Conceptual design and literature grounding	Decision to centre project on differential and intersectional fairness. Existing repositories used only for inspiration.	Read and understand key literature; propose metrics, modules, and workflow ideas; prepare work-split plan.	All members
4 Dec 2025	Prototype planning	Agreed minimal v0.1 toolkit scope and modular structure. Clear separation between package code and examples.	Build components of a small working pipeline (data loading, model, fairness metric, outputs).	All members
27 Dec 2025	Consolidation and work allocation	Common patterns identified across pipelines. Agreed standardised design and focus on clarity over optimisation.	Merge reviewed components only; finalise package structure; allocate work by component area.	Becky & Kayla - metrics. Raiet - visualisations. Nick - documentation & structure, tests
3 Jan 2026	Integration and finalisation	Metrics judged sufficient for project scope. Visualisations and documentation confirmed as essential.	Merge metrics; extend example notebook with visualisations; set up Binder demo; finalise tutorial, API and design docs.	Kayla - metrics merge. Raiet - visualisations. Becky – Binder, tests Nick - documentation