**ICT Project 1 - Meeting Notes (Week 3)**

Name of Team:

Date of Meeting: 11/03/2020 Start Time: 9:30am – 11am & 1:00 – 2:30pm

Finished Time: 2:30pm

Members present Willis, Vikash, Harish

Members absent Kevin

Meeting Chairperson: Harish Shetty

Minutes taken by Willis Lin

Discussion:

* Generate ideas of what to do with the dataset
* Find problems that we might face with the dataset, such as missing data, etc
* Create GitHub Repository for ICT project 1
* 51001 people have died over 20 years
* Pre-processing missing data
* Missing values on speed limits, heavy rigid truck involvement, articulated truck involvement, bus involvement.
* Generate number of crashes in each state with year, day of the week, time of week, speed limits
* Weekdays / Weekends analysis, Gender, Accident type, Age

Summary of Meeting:

* *Pre-process Dataset, fixing missing values and generate graphs and tables.*
* *Create project template for documentation and audit.*
* *Create PyCharm Project for GitHub Repository.*

Actions for Team members:

|  |  |  |
| --- | --- | --- |
| Actions to do | Who will do this work? | By When? |
| Preprocess Dataset | Whole Team |  |
| GitHub Repository | Harish | 18/03/2020 - Stage 1 |
| Project Template | Willis | 18/03/2020 - Stage 1 |
| Pre-processing time | Vikash | 18/03/2020 - Stage 1 |
| Data Analysis | Kevin | 18/03/2020 - Stage 1 |

Next Meeting Date: 18/03/2020

Next Meeting Time: 9:30am