Meeting Name. e.g. 121, EMIS catchup

Date of meeting

# General Notes

- Space to take general notes throughout the meeting.

- Stretch actions can be noted here (random cool things you think of that might not be mentioned explicitly by your manager)

# Key Actions

This space is used to note down the key, broad actions from the meeting. Maybe actions given to you directly by your manager. Keep is succinct with no scope creep.

1. Write a python function to calculate the emissions given travel data.
2. Create unit tests for that function.

# Action Break Down

Use the table below to break down actions into smaller chunks and give each chunk a deadline. It should be very clear what you need to do to enable you to stay on task.

| Action number | Description | Deadline |
| --- | --- | --- |
| 1. a) | Write a function to get the emission factor according to the travel method. | 7/11/2024, 12pm |
| 1. b) | Write a function to multiply the distance travelled by an emission factor | 7/22/2024, 2pm |
| 2. a) | Re-write the action check for 1.a) into the unit test framework. |  |
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# Action Checks

Use the table below to detail how you will check each action has been performed to the correct standard.

| Action number | Check |
| --- | --- |
| 1. a) | Run the function in a loop on a list of travel methods. Return a dictionary of travel methods and emission factors. Check each of these manually to ensure the correct methods are referenced. |
| 1. b) | For the first couple of rows of some test data, perform the calculation manually. Repeat this, working backwards. Finally, filter the resulting spreadhseet for erroneous results and investigate. Document these checks well in case presentation is needed. |
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