Team 1 Meeting Notes 22/11/2023

Attendees

Chair: Maria Ingold

Attendees:

- Abdullah Alaskar
- Camille Grimal
- Maria Ingold

Team

Maria Ingold - Strategy & Innovation CTO

- Technical Leadership
- Programming C/C++ 20-30 years' ago
- Good at writing
- Doubling up.
- Special roles: Class liaison, organiser
- Located in UK

Abdullah Alaskar - Construction Engineer

- IT departments of construction companies
- Programming at a young age
- Doubling up.
- Located in KSA time zone (+4)

Camile Grimal - Student

- Mathematics degree
- Learning AI coding
- Doubling up.
- Good at writing too.
- Located in France (+1)

Actions Taken in Meeting

- Completed and signed Team contract
- Agreed ad-hoc communication via WhatsApp
- Weekly (may adjust) video calls via Teams on Wednesday at 4pm UK time.
- All collaborate equally, with Maria as organiser and team liaison.
- Use Google Documents to share and collaborate

Actions Next Steps

- Maria (liaison)
 - Get clarity from Oli (tutor) on the 1000 words / 2 pages / diagram ratio.
 - Share clarity with the team on WhatsApp, Google Docs.
- Maria (organiser)
 - Set up Teams meetings
- Each
 - Consider which assignment we wish to focus on:
 - Digital Forensics
 - Academic Research Online
 - Identify preference and why
 - Share on WhatsApp
- Maria (organiser)
 - Create straw-man outline for discussion next week 29/11/2023
 - Share in Google Documents
 - Note in WhatsApp
- Each
 - Consider outline
 - Share thoughts in Google Documents
 - Note in WhatsApp

Plans PRINCE2 Agile

Better for collaborative and overall plan.

TEAM 1: DEVELOPMENT TEAM PROJECT

MSc AI: IA Team 1

SIMPLE GANTT CHART by Vertex42.com

https://www.vertex42.com/ExcelTemplates/simple-gantt-chart.html

Maria Ingold	Pr	Project Start:																					
	Dis	1		20 Nov 2023				2	27 Nov 2023			4 Dec 2023					11 Dec 2023					18 Dec	
TASK	ASSIGNED TO	PROGRESS	START	END	20 21 M T																	17 18 s M	<mark>81920</mark> ит w
Set up shared space	Maria	100%	22/11/23	22/11/23		T																T	
Sign / return contract	Abdullah, Camille, Maria	60%	22/11/23	22/11/23		Ī																	
Schedule meetings	Maria	90%	22/11/23	22/11/23																			
Clarify with Tutor	Maria (Liasion)	0%	23/11/23	23/11/23		Π																	
Which/why domain / tasł	Abdullah, Camille, Maria		22/11/23	27/11/23																			
Straw-man outline	Maria		22/11/23	24/11/23																			
Thoughts on outline	Abdullah, Camille, Maria		22/11/23	27/11/23																			
Week 4 (28/11-04/12): Outlin	e / Plan / Begin Research																						
Seminar 4	(Abdullah, Camille), Maria	0%	28/11/23	28/11/23																			
Team Meeting	Abdullah, Camille, Maria	0%	29/11/23	29/11/23																			
SPRINT		0%	28/11/23	4/12/23																			
Week 5 (05/12-11/12): Resear	rch / Write																						
Team Meeting	Abdullah, Camille, Maria		6/12/23	6/12/23																			
SPRINT			7/12/23	13/12/23																			
Week 6 (12/12-18/12): Write	/ Review / Deliver (DUE 18/12)																						
Seminar 6	(Abdullah, Camille), Maria		12/12/23	12/12/23																			
Team Meeting	Abdullah, Camille, Maria		13/12/23	13/12/23																			
SPRINT			12/12/23	18/12/23																			
Submit	Maria?		15/12/23	15/12/23																			
DUE!			18/12/23	18/12/23																			

Agile (Jira) Plan

Better for individual tasks.

