

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.

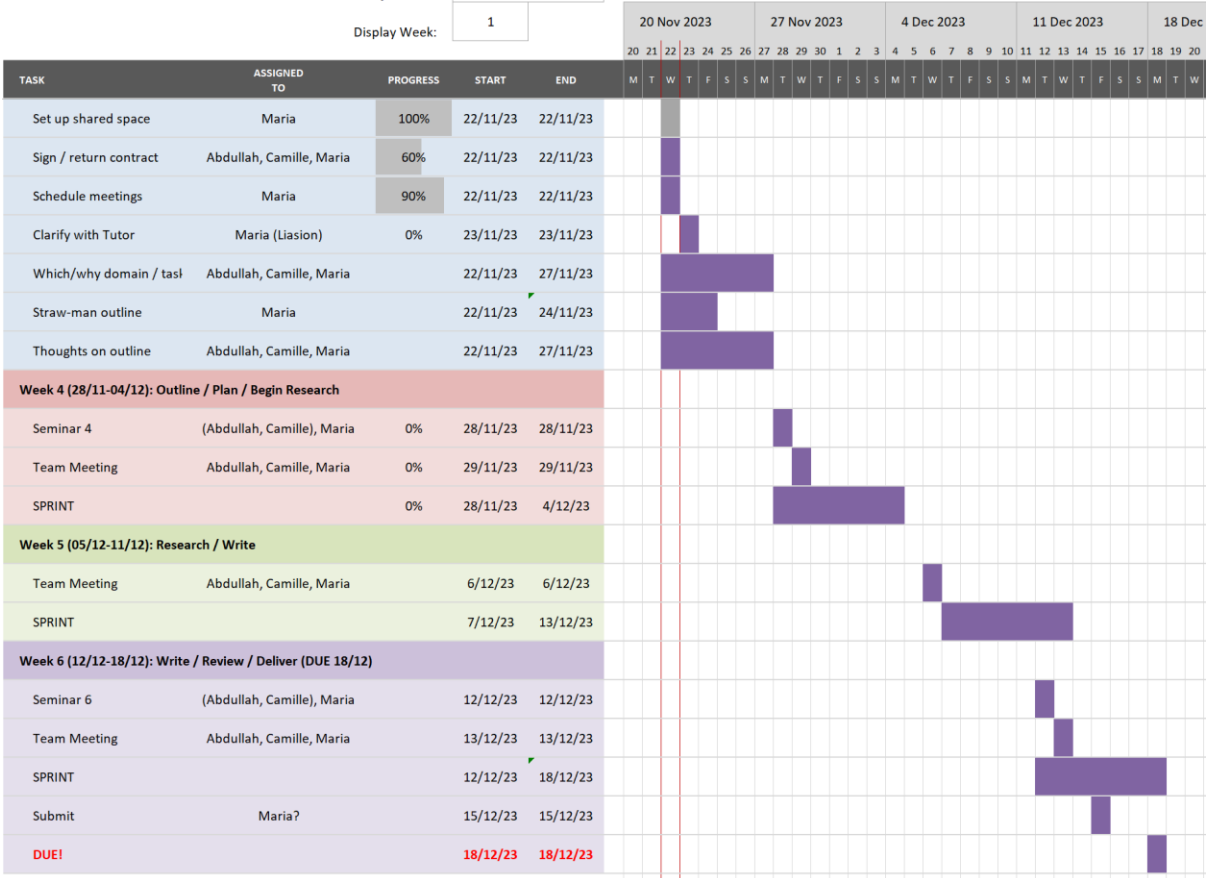
TEAM 1: DEVELOPMENT TEAM PROJECT

SIMPLE GANTT CHART by Vertex42.com
<https://www.vertex42.com/ExcelTemplates/simple-gantt-chart.html>

MSc AI: IA Team 1
 Maria Ingold

Project Start:

Display Week:



Agile (Jira) Plan

Better for individual tasks.

