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.

