# Team 1 Meeting Notes 01/12/2023

## Attendees

Chair: Maria Ingold

Attendees:

- Abdullah Alaskar
- Maria Ingold

### **Status on Previous Actions**

Who	Action	Status		
Maria (liaison)	Get clarity from Oli (tutor) on the 1000 words / 2 pages / diagram ratio.	DONE: Clarification at top of outline. 1000 words 2 diagrams (not 2 page-limit)		
Maria (organiser)	Set up Teams meetings	DONE		
Each	Consider which assignment we wish to focus on <ul> <li>Digital Forensics</li> <li>Academic Research Online</li> </ul> <li>Identify preference and why Share on WhatsApp</li>	Academic Research Online		
Maria (organiser)	<ul> <li>Create straw-man outline for discussion next week 29/11/2023</li> <li>Share in Google Documents</li> <li>Note in WhatsApp</li> </ul>	Shared		
Each	<ul> <li>Consider outline</li> <li>Share thoughts in Google Documents</li> <li>Note in WhatsApp</li> </ul>	Maria updated with thoughts. Agreed in this meeting to use outline framework and each do research and draft to compare / discuss next week.		

### **Actions Taken in Meeting**

- Academic Research Online as selected domain
- General concern is roles and responsibilities
- General action
  - Each doing some research
  - Each doing individual thoughts for deeper report outline and first draft prose.
  - Update regularly (several times before next meeting) in either individual documents or main document but all shared on Google Drive.
  - Notify where and updates on WhatsApp.

### **Actions Next Steps**

Who	Action	Status
Each	<ul> <li>Research, draft and share</li> <li>This week separate directions</li> <li>Next week come back together and merge</li> </ul>	

## Plan

MSc AI: IA Team 1

#### TEAM 1: DEVELOPMENT TEAM PROJECT

#### SIMPLE GANTT CHART by Vertex42.com

https://www.vertex42.com/ExcelTemplates/simple-gantt-chart.htm	l
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1aria Ingold	P	roject Start:	Fri, 01/	12/2023				
	Display Week:		1		27 Nov 2023	4 Dec 2023	11 Dec 2023	1
TASK	ASSIGNED TO	PROGRESS	START	END	27 28 29 30 1 2 3 M T W T F S S		11 12 13 14 15 16 17 M T W T F S S	
Set up shared space	Maria	100%	22/11/23	22/11/23				
Sign / return contract	Abdullah, Camille, Maria	100%	1/12/23	1/12/23				
Schedule meetings	Maria	100%	1/12/23	1/12/23				
Clarify with Tutor	Maria (Liasion)	100%	23/11/23	23/11/23				
Which/why domain / task	Abdullah, Camille, Maria	199%	22/11/23	27/11/23				
Straw-man outline	Maria	100%	22/11/23	23/11/23				
Thoughts on outline	Abdullah, Camille, Maria	66%	1/12/23	6/12/23				
Week 4 (28/11-04/12): Outline / Plar	n / Begin Research							
Seminar 4	(Abdullah, Camille), Maria	100%	28/11/23	28/11/23				
Team Meeting	Abdullah, Camille, Maria	100%	29/11/23	29/11/23				
Initial Research	Abdullah, Camille, Maria	33%	28/11/23	1/12/23				
Initial Draft	Abdullah, Camille, Maria	0%	1/12/23	6/12/23				
SPRINT		0%	28/11/23	4/12/23				
Week 5 (05/12-11/12): Research / W	rite							
Team Meeting	Abdullah, Camille, Maria		6/12/23	6/12/23				
Merge drafts into single source	Abdullah, Camille, Maria		6/12/23	11/12/23				
SPRINT			5/12/23	11/12/23				
Week 6 (12/12-18/12): Write / Revie	w / 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				
Final draft - factor in seminar 6	Abdullah, Camille, Maria		13/12/23	15/12/23				
SPRINT			12/12/23	18/12/23				
Submit	Maria?		15/12/23	15/12/23				
DUE!			18/12/23	18/12/23				