

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 style="list-style-type: none"> ● Digital Forensics ● Academic Research Online Identify preference and why Share on WhatsApp	Academic Research Online
Maria (organiser)	<ul style="list-style-type: none"> ● Create straw-man outline for discussion next week 29/11/2023 ● Share in Google Documents ● Note in WhatsApp 	Shared
Each	<ul style="list-style-type: none"> ● Consider outline ● Share thoughts in Google Documents ● Note in WhatsApp 	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	Research, draft and share <ul style="list-style-type: none">● This week separate directions● Next week come back together and merge	

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:

