

**FlowTrack: Employee Traffic Monitoring System**

Meeting Name	Business Meeting
Date	September 19th
Time/Location	6:00PM - 8:00PM; via Zoom
Purpose	Reporting current progress on mobile application development; discuss and point out the challenge and problems met in development. Go over modified project charter, context diagram, project abstract and lean canvas
Expected Outcomes	The business team has a good overall understanding of the project charter, context diagram, project abstract and lean canvas. The sponsor should also approve all of these items as well as give input on them.
Invitees <input checked="" type="checkbox"/> present <input type="checkbox"/> absent	Sponsor - Shahrukh Irani <input checked="" type="checkbox"/> Member 1 - Yiwen Fan <input checked="" type="checkbox"/> Member 2 - Changan Du <input checked="" type="checkbox"/> Member 3 - Robert Zendarski <input checked="" type="checkbox"/> Member 4 - Jackie Dong <input checked="" type="checkbox"/>

**Agenda**

1. Progress Report
  - a. Share current progress on BLT and FLP
  - b. Share initial test results using the Fused Location Provider technique and evaluate its potential for accurate data collection.
  - c. Share progress on python script to show polygon coordinates of a potential room.
2. Go over project charter, context diagram, project abstract and lean canvas.
  - a. Project charter
    - i. Sponsor would like to see more visual data like a Gantt chart to see overall plan of development for the project
      1. Gantt chart was created
    - ii. Approved
  - b. Context diagram
    - i. Approved
  - c. Lean Canvas
    - i. Sponsor would like to see strong value propositions and problems to be answered. The problems should not be about the workers themselves but the company as a whole. Propositions should be phrased to express the benefit to employees and workers.
      1. changes made in the lean canvas
    - ii. Approved
  - d. Context Diagram

- i. Approved

### 3. Next Steps

- a. Assign tasks for the upcoming week
  - i. Prioritize Gantt chart
  - ii. update the project milestones of
- b. Test and confirm our final solution/technic to collect and process location data

### Roles and Responsibilities

Name	Role	Responsibility
Shahrukh Irani	FlowTrack Project Sponsor	Approve product requirements, quality, and completeness
Dauntrica Woods	Flowtrack Project Manager	Overall project controls and quality assurance
Changan Du	Flowtrack Project Developer	Complete basic FLP demo; Research on BLT and mapping; Complete and review documents; Manage project development and communicate to business team.
Yiwen Fan	Flowtrack Project Developer	Responsible for developing the BLE tracking solution as an alternative approach. Seek feedback from teammates and the sponsor based on the current demo, and collaborate with the team on the next stage of development.
Robert Zendarski	Flowtrack Project Developer	Finalize mapping backend and begin research of data point averaging/clustering as well as the traffic matrix
Jackie Dong	Flowtrack Project Developer	Update lean canvas and project charter to reflect sponsor feedback. Look into ways to create and show heatmap.

