

**FlowTrack: Employee Traffic Monitoring System**

Meeting Name	Business Kickoff Meeting
Date	September 5th, 2025
Time/Location	5:00PM - 8:00PM; via Zoom
Purpose	Introduce project team and verify charter; set weekly meeting dates and expectations; finalize project demo dates
Expected Outcomes	Verified project charter Weekly meetings scheduled and expectations gone over
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.) Project team introduction/contact info
  - a.) Yiwen Fan - [fan.1274@osu.edu](mailto:fan.1274@osu.edu) 614-209-2232
  - b.) Changan Du - [du.984@osu.edu](mailto:du.984@osu.edu) 614-496-1679
  - c.) Robert Zendarski - [zendarski.3@osu.edu](mailto:zendarski.3@osu.edu) 240-397-3706
  - d.) Jackie Dong - [dong.1042@osu.edu](mailto:dong.1042@osu.edu) 216-856-1482
  - e.) Shahrukh Irani - [shahrukjirani1023@yahoo.com](mailto:shahrukjirani1023@yahoo.com) 832-475-4447
- 2.) Review charter
  - a.) Project Overview
  - b.) Project Milestones
    - i.) The sponsor wants us to look into Gantt charts in order to map out how and when data is stored throughout an employee's day.
    - ii.) Sponsor recommends us to get building layouts at potential hospitals or coffee shops in order for our app to have a floorplan layout to be tested on.
  - c.) Known Risk
    - i.) Potential inability to get accurate data to measure employee movement
    - ii.) Sponsor says that an employee walking from place to place or getting lunch is not technically working and should be taken into account on the app
  - d.) Organizational Structure
    - i.) The sponsor would like us to focus on gathering the data itself, and if needed, he will provide us with the algorithms to analyze the data.
- 3.) Development process
  - a.) Sponsor recommends creating two different system design charts; one for how the app, data and front/back end servers are related and another one for how the data is stored

throughout the day to obtain accurate data. We will look into creating one before the next business meeting.

- 4.) Set weekly meeting dates and communication expectations
  - a.) Weekly meeting dates with our sponsor will be on Friday 5:00PM - 8:00PM. The meetings do not have to last the entire time and we expect the meetings to take longer as we get deeper into the project. If the sponsor would like to communicate outside of those times, the sponsor can email us with any questions they may have.
- 5.) Finalize demo dates
  - a.) The group and the sponsor have verified the 3 demo dates of the project: October 15th, November 12th and December 10th via Zoom.
- 6.) Action Plan
  - a.) The technical team will research the tech stack that will be used in the mobile application in order to collect basic GPS location; test specific frameworks and code basic format of the application.
    - i.) Due Date: September 19th

### 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
YiWen Fan	Flowtrack Project Developer	Do some research on different ways to track user location and know their pros and cons. Discuss with teammates about the database design for the project.
Changan Du	Flowtrack Project Developer	Researching location gathering methodologies and corresponding API's to use for data collection.
Robert Zendarski	Flowtrack Project Developer	Researching location gathering methodologies and corresponding API's to use for data collection.
Jackie Dong	Flowtrack Project Developer	Research project details and look for ways to gather location data.