

#	Submission Title	Your Name	Org Name	Business Background	Business opportunity or problem that motivates this project *	If done well, how, and why is this project likely to add business value to your firm?	What are the success criteria?	Proposed business-technology solution: Please provide a general description of the proposed business technology solution to be implemented in this project: *	Please indicate the business unit(s) that may be affected by the proposed business system and provide the name of a person in each business unit that the student teams may contact for questions. *	Is the proposed solution envisioned as a proof-of concept or a system that will be fully implemented by the sponsor? Please explain.	Provide a list of high-level business objectives that you would like the solution to address.	Business domain contact (please provide name and contact information) *	IT support contact (please provide name and contact information)	Background and skills expectations about the composition of the student team (if any)	Do you have any questions or concerns?
3	Meeting Time Tracking and Reporting Tool	Lindsey Little	Trace3	Our company's strategic initiative meetings play a vital role in project management and decision-making. Efficient monitoring and reporting of time spent in these meetings are essential for effective resource management.	There's a challenge in accurately tracking and reporting the time each participant spends in strategic initiative meetings. This leads to a lack of insight into time allocation and resource utilization across various projects for resources outside of the SI project management team.	Implementing this tool will enable precise tracking of time spent in meetings, correlated with specific projects. This will aid in assessing time management, ensuring equitable distribution of meeting time, and aiding in resource planning.	Accurate tracking and reporting of time spent by each attendee in meetings, categorized by project. User-friendly interface for easy access and interpretation of data. Positive impact on project time management and resource allocation.	The core of the proposed solution is a tool dedicated to capturing and reporting the time spent in strategic initiative meetings by each participant, categorized by project. This tool will feature: Automated time-tracking capabilities for each meeting attendee. Project-wise categorization of meeting durations. Easy-to-read reports and dashboards for management review. Additional Features (Enhancements) Action Item and Dictation Reporting: Transcribing meeting discussions into action items and notes. Tracking Unanswered Questions: Identifying and highlighting recurring unanswered questions from meetings. Meeting Due Date Reminders: Automatically sending reminders for due dates established in meetings. Integration with Project Management Tools: Seamlessly updating tools like Smartsheet with meeting insights and action items.	Strategic Initiatives (PMO) - Lindsey Little lindsey.little@trace3.com IT - Jim Noordyke jim.noordyke@trace3.com	Initially envisioned as a proof-of-concept focusing on meeting time tracking, with potential expansion to include additional features based on the success and feedback.	Provide detailed insights into time spent on strategic initiatives. Improve resource allocation and project time management.		Jim Noordyke jim.noordyke@trace3.com	A student team skilled in Data Analytics and Software Development is essential, focusing on developing robust time-tracking and reporting functionalities.	How will the tool integrate with existing meeting platforms? What data privacy measures will be in place for sensitive meeting information?