

## VERIFIER'S RECORD

Chair: Kim Nolle

Recorder: Benika Yadav

Accountant: Ramya Viswanath

Ambassador: Nachiketh Janapareddy

Monitor: Ashiqur Rahman Habeeb Rahuman

Verifier: Rupali Singh

Meeting Date	Comments
26-01-2024	<ul style="list-style-type: none"> <li>Kim set the agendas for meetings, organised and chaired them, and sent an e-mail with the group roles to the professor.</li> <li>Benika took the meeting minutes and shared them online with the group.</li> <li>As this was the first meeting Ramya did not need to ask what we had done during the previous week</li> <li>Being the first week, the ambassador - Nachiketh, can skip other group meetings.</li> <li>The monitor took note of each group member's weekly proceedings and literature reviews that were relevant to the research paper.</li> </ul>
28-01-2024	<ul style="list-style-type: none"> <li>Kim set the agendas for meetings, organised and chaired them, and sent e-mails with the group's project preferences and questions about the project to the professor.</li> <li>Benika took the meeting minutes and shared them online with the group.</li> <li>Ramya Maintained time sheet And recorded the time spent by individual members for the week.</li> <li>Being early stages of the project and needing more time to work on our project, the ambassador did not attend another group's meeting.</li> <li>The monitor took note of each group member's weekly proceedings and literature reviews that were relevant to the research paper.</li> </ul>
02-02-2024	<ul style="list-style-type: none"> <li>Kim set the agendas for meetings, and organised and chaired them.</li> <li>Benika took the meeting minutes and shared them online with the group.</li> <li>Ramya Maintained time sheet And recorded the time spent by individual members for the week.</li> <li>Being early stages of the project and needing more time to work on our project, the ambassador did not attend another group's meeting.</li> <li>The monitor took note of each group member's weekly proceedings and literature reviews that were relevant to the research paper.</li> </ul>
09-02-2024	<ul style="list-style-type: none"> <li>Kim set the agendas for meetings, organised and chaired them, and sent an e-mail with the group's interpretation of the project to the professor.</li> <li>Benika took the meeting minutes and shared them online with the group.</li> <li>Ramya Maintained time sheet And recorded the time spent by individual members for the week.</li> <li>Being early stages of the project and needing more time to work on our project, the ambassador did not attend another group's meeting.</li> <li>The monitor took note of each group member's weekly proceedings and literature reviews that were relevant to the research paper.</li> </ul>
16-02-2024	<ul style="list-style-type: none"> <li>Kim set the agendas for meetings, and organised and chaired them.</li> <li>Benika took the meeting minutes and shared them online with the group.</li> <li>Ramya Maintained time sheet And recorded the time spent by individual members for the week.</li> <li>Nachiketh was involved in a meeting with group 3 and later discussed the learnings.</li> <li>The monitor took note of each group member's weekly proceedings and literature reviews that were relevant to the research paper.</li> </ul>

23-02-2024	<ul style="list-style-type: none"> <li>• Kim set the agendas for meetings, organised and chaired them, and sent an e-mail to the professor with questions about the mid-term report.</li> <li>• Benika took the meeting minutes and shared them online with the group.</li> <li>• Ramya Maintained time sheet And recorded the time spent by individual members for the week.</li> <li>• Nachiketh was involved in a meeting with group 1 and later discussed the learnings.</li> <li>• The monitor took note of each group member's weekly proceedings and literature reviews that were relevant to the research paper.</li> </ul>
27-02-2024	<ul style="list-style-type: none"> <li>• Kim set the agendas for meetings, and organised and chaired them.</li> <li>• Benika took the meeting minutes and shared them online with the group.</li> <li>• Ramya Maintained time sheet And recorded the time spent by individual members for the week.</li> <li>• Nachiketh was involved in a meeting with group and later discussed the learnings.</li> <li>• The monitor took note of each group member's weekly proceedings and literature reviews that were relevant to the research paper.</li> </ul>
01-03-2024	<ul style="list-style-type: none"> <li>• Kim set the agendas for meetings, and organised and chaired them.</li> <li>• Benika took the meeting minutes and shared them online with the group.</li> <li>• Ramya Maintained time sheet And recorded the time spent by individual members for the week.</li> <li>• Nachiketh was involved in a meeting with group 3 and later discussed the learnings.</li> <li>• The monitor took note of each group member's weekly proceedings and literature reviews that were relevant to the research paper.</li> </ul>
08-03-2024	<ul style="list-style-type: none"> <li>• Kim set the agendas for meetings, and organised and chaired them.</li> <li>• Benika took the meeting minutes and shared them online with the group.</li> <li>• Ramya Maintained time sheet And recorded the time spent by individual members for the week.</li> <li>• Since we had already consulted with a few groups, we were sure of our methodology and implementation. Hence Nachiketh, the ambassador, did not go to other groups' meetings.</li> <li>• The monitor took note of each group member's weekly proceedings and literature reviews that were relevant to the research paper.</li> </ul>
15-03-2024	<ul style="list-style-type: none"> <li>• Kim set the agendas for meetings, and organised and chaired them.</li> <li>• Benika took the meeting minutes and shared them online with the group.</li> <li>• Ramya Maintained time sheet And recorded the time spent by individual members for the week.</li> <li>• Since we had already consulted with a few groups, we were sure of our methodology and implementation. Hence Nachiketh, the ambassador, did not go to other groups' meetings.</li> </ul>
22-03-2024	<ul style="list-style-type: none"> <li>• Kim set the agendas for meetings, and organised and chaired them.</li> <li>• Benika took the meeting minutes and shared them online with the group.</li> <li>• Ramya Maintained time sheet And recorded the time spent by individual members for the week.</li> <li>• Since we had already consulted with a few groups, we were sure of our methodology and implementation. Hence Nachiketh, the ambassador, did not go to other groups' meetings.</li> <li>• The monitor took note of each group member's weekly proceedings and literature reviews that were relevant to the research paper.</li> </ul>
29-03-2024	<ul style="list-style-type: none"> <li>• Kim set the agendas for meetings, and organised and chaired them.</li> <li>• Benika took the meeting minutes and shared them online with the group.</li> <li>• Ramya Maintained time sheet And recorded the time spent by individual members for the week.</li> <li>• Since we had already consulted with a few groups, we were sure of our methodology and implementation. Hence Nachiketh, the ambassador, did not go to other groups' meetings.</li> </ul>

	<ul style="list-style-type: none"> <li>• The monitor took note of each group member's weekly proceedings and literature reviews that were relevant to the research paper.</li> </ul>
05-04-2024	<ul style="list-style-type: none"> <li>• Kim set the agendas for meetings, and organised and chaired them.</li> <li>• Benika took the meeting minutes and shared them online with the group.</li> <li>• Ramya Maintained time sheet And recorded the time spent by individual members for the week.</li> <li>• Since we had already consulted with a few groups, we were sure of our methodology and implementation. Hence Nachiketh, the ambassador, did not go to other groups' meetings.</li> <li>• The monitor took note of each group member's weekly proceedings and literature reviews that were relevant to the research paper.</li> </ul>
09-04-2024	<ul style="list-style-type: none"> <li>• Kim set the agendas for meetings, and organised and chaired them.</li> <li>• Benika took the meeting minutes and shared them online with the group.</li> <li>• Ramya Maintained time sheet And recorded the time spent by individual members for the week.</li> <li>• Since we had already consulted with a few groups, we were sure of our methodology and implementation. Hence Nachiketh, the ambassador, did not go to other groups' meetings.</li> <li>• The monitor took note of each group member's weekly proceedings and literature reviews that were relevant to the research paper.</li> </ul>
12-04-2024	<ul style="list-style-type: none"> <li>• Kim set the agendas for meetings, organised and chaired them, and sent an e-mail to the professor with questions about the final project submission.</li> <li>• Benika took the meeting minutes and shared them online with the group.</li> <li>• Ramya Maintained time sheet And recorded the time spent by individual members for the week.</li> <li>• Since we had already consulted with a few groups, we were sure of our methodology and implementation. Hence Nachiketh, the ambassador, did not go to other groups' meetings.</li> <li>• The monitor took note of each group member's weekly proceedings and literature reviews that were relevant to the research paper.</li> </ul>