### **WhatsApp Image 2024-10-05 at 3.12.17 PM**

### ****Meeting 1: Initial Consultation & Requirement Gathering****

* **Objective**: Understand the client's needs, expectations, and business goals related to sentiment analysis.
* **Discussion Points**:
  + What problem is the client trying to solve with sentiment analysis?
  + Key datasets (e.g., social media, product reviews, surveys) they want to analyze.
  + Their understanding of the sentiment categories (positive, neutral, negative) or if they want custom labels.
  + Any specific tools or technologies they prefer for implementation.
* **Outcome**: A clear understanding of the project's goals, key metrics, and datasets to be used for sentiment analysis.



### ****Meeting 2: Defining the Scope & Technical Requirements****

* **Objective**: Delve deeper into the technical requirements and define the scope of the project.
* **Discussion Points**:
  + Data-set size and structure (structured vs. unstructured data).
  + Key features for analysis (e.g., emotions, specific keywords, or customer satisfaction metrics).
  + Preferred sentiment analysis techniques (rule-based, machine learning, hybrid models).
  + Integration with existing systems (e.g., customer service tools, CRM).
* **Outcome**: Clear definition of the project scope, the tools and technologies to be used, and a refined project timeline.



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### ****Meeting 3: Review of Sentiment Analysis Model****

* **Objective**: Present the initial sentiment analysis model, gather feedback, and make necessary adjustments.
* **Discussion Points**:
  + Demo of the initial sentiment analysis model with sample data.
  + Evaluation of accuracy, precision, and recall of the model.
  + Feedback from the client on the model's performance and areas of improvement.
  + Discuss any additional features they may want, such as real-time analysis, sentiment over time, etc.
* **Outcome**: Incorporation of client feedback into the model and agreement on next steps.

### ****Meeting 4: Final Review & Project Handover****

* **Objective**: Present the refined model and agree on final deliverable s.
* **Discussion Points**:
  + Demo of the final sentiment analysis model, including all requested features.
  + Final feedback and minor adjustments, if necessary.
  + Plan for deployment, integration, or further training on using the sentiment analysis tool.
  + Discussion of maintenance, future updates, or any post-launch support.
* **Outcome**: Project sign-off from the client and agreement on deployment or further steps.