**Group1 - Project Meeting Minutes 3**

**Project Name: COGNI4HEALTH**

**Date and Time of the meeting: Wednesday, 24 May, 2023, time: 2:00 pm – 5:00 pm**

**Location of the meeting: 1 riverside drive R1005**

**Attendees: Chinmay Chamoli, Yashu Bhati, Nahush Krishna, Jenson Puthenpeedikayin Jacob**

**Agenda Items: Project Status discussion, Report submission,**

Agenda Item 1

* Discussed project progress with Prof. Manjari Maheshwari. Discussed the project plan and also provided information about discussions we had with the project sponsor during the kickoff meeting. The project sponsor requested that all the surveys that were on google forms be recreated on Microsoft forms.
* Planner link: <https://tasks.office.com/stclairconnect.onmicrosoft.com/en-US/Home/Planner/#/plangrid?groupId=1eec2714-cfc8-4465-ac09-b3ef24d49a43&planId=Lr0vJ_Rn2UGkh4UJlies-mQAAv3u>

Agenda Item 2

* The project sponsor requested the team to submit a report post the kickoff meeting. Discussed the possible scope of the project based on the requirements and discussed the code that the previous group worked on.
* Submitted a feasibility report to the project sponsor, worked on the code changes that were suggested by the previous group and also checked if all access permissions were provided.

**Any additional Notes:**

**Next Meeting date and time: Wednesday, 31 May, 2023. Time: 2:00pm to 5:00pm**

**Group1 - Project Meeting Minutes 4**

**Project Name: COGNI4HEALTH**

**Date and Time of the meeting: Wednesday, 31 May, 2023, time: 2:00 pm – 5:00 pm**

**Location of the meeting: 1 riverside drive R1005**

**Attendees: Chinmay Chamoli, Yashu Bhati, Nahush Krishna, Jenson Puthenpeedikayin Jacob**

**Agenda Items: Project Status discussion, Survey creation**

Agenda Item 1

* Discussed the current project progress with Prof. Manjari Maheshwari. Informed the professor that the team was waiting on access to the company servers since a few features and interfaces were not accessible without the login details. Discussed improvements to the initial minutes of meeting documents.
* Worked on obtaining relevant access. Worked on the improvements to the MOMs. Started work on the mid-term interim report that is due on Friday June 9th, 2023.

Planner link: <https://tasks.office.com/stclairconnect.onmicrosoft.com/en-US/Home/Planner/#/plangrid?groupId=1eec2714-cfc8-4465-ac09-b3ef24d49a43&planId=Lr0vJ_Rn2UGkh4UJlies-mQAAv3u>

Agenda Item 2

* Had a meeting on Monday 29th May 2023 between 9:30 am to 10:30 am to better understand the project sponsor’s requirements. Discussed possible issues that the team was facing while trying to access the data. The project sponsor helped provide relevant access permissions and discussed further requirements related to the surveys and survey formats.
* The team worked on obtaining access to all relevant modules by working with the sponsor and obtaining relevant permissions. Wherever the permissions were not available the team worked on resetting credentials to gain access and the sponsor made the necessary payments to obtain access to websites and mail ids. The team is working on creating surveys on Microsoft forms as per the project sponsor’s requirement.

**Next Meeting date and time: Wednesday, 7 June, 2023. Time: 2:00pm to 5:00pm**