# Meeting Minutes

Subject: HR Data Analysis Project Implementation

## First Meeting

Date: 22 Sep. 2025

Time: 9:00 PM To 11:50PM

Location: Online Meeting

Organized by: All the Team

## Attendees:

* Mahmoud Abdelqader
* Sandra Shenouda
* Maged Mohamed Taher
* Hussein Tarek
* Taher AbdelFattah Hassan

## Agenda:

1. Discussing the objectives of the data analysis project For HR Department.
2. Defining the scope and targeted datasets.
3. Assigning tasks and responsibilities.
4. Identifying tools and technologies to be used (Power BI).
5. Setting a timeline for implementation.
6. Discussing potential challenges and mitigation plans.
7. Establishing follow-up steps and future meetings.

## Key Discussion Points:

* We agreed that the main goal is to improve report quality and data-driven decision-making.
* Tools such as Power BI will be used to analyze historical and operational data.
* Identified databases to be analyzed including project, resource, and document data.
* Tasks were distributed among team members based on expertise.
* Weekly meetings were proposed to track progress.

## Decisions Made:

* Phase one of the project will start on [Insert Start Date].
* Preliminary report to be prepared within [Period].
* Appointed [Insert Name] as the project coordinator.
* Use [Github.com] for file and report sharing.

## Second Meeting:

Date and Time: 23 Sep. 2025

Time: 9:00 PM To 11:50PM

Location: Online Meeting

Organized by: All the Team

## Attendees:

* Maged Mohamed Taher
* Taher Abdelfattah Hassan

**Mahmoud Abdelqader**

* Average Salary by Department
* Business Travel by Distance from Home (KM)
* Min Of Salary
* Gender Distribution by Education / Education Field
* Marital Status by Ethnicity
* Marital Status by Department
* Gender Distribution by Business Travel
* Over Time by Distance from Home (KM)
* Over Time by Salary
* Average length of service of all current employees
* Average Over Time by Gender
* Hire Date by Gender
* Hire Date by Education Field / Education
* Years At Company by Ethnicity
* Total Years in Most Recent Role by Gender
* Years Since Last Promotion by Gender
* Years Since Last Promotion by Marital Status
* Years Since Last Promotion by Age
* Total Years with Curr Manager by Job Role
* Performance ID by Job Satisfaction
* Performance ID by Self Rating

**Sandra Shenouda**

* Gender Distribution
* Total Number of Employees
* Gender Distribution by Ethnicity
* Gender Distribution by Job Role
* Marital Status by State
* Marital Status by Salary
* Gender Distribution by Department
* Over Time by Ethnicity
* Over Time by Department
* Average month’s placement
* State By Gender
* Hire Date by Age
* Hire Date by Job Role
* Years At Company by State
* Total Years in Most Recent Role by Ethnicity
* Years Since Last Promotion by Department
* Years Since Last Promotion by Gender
* Total Years with Curr Manager by Gender
* Total Years with Curr Manager by Marital Status
* Performance ID By Relationship Satisfaction
* Performance ID By Manager Rating

**Maged Mohamed Taher**

* Average Age by Department
* Salary Average by Gender
* Gender Distribution of Education
* Gender Distribution by Marital Status
* Marital Status by Job Role
* Business Travel by Distance from Home (KM) By Education Field
* Total Salary by Gender
* Overtime by Education Field / Education
* Hire Date
* Average number of vacation days per employee
* State By Ethnicity
* Hire Date by Department
* Hire Date by Salary
* Years At Company by Job Role
* Total Years in Most Recent Role by Job Role
* Years Since Last Promotion by Ethnicity
* Years Since Last Promotion by Ethnicity
* Total Years with Curr Manager by Department
* Performance ID By Employee ID
* Performance ID By Training Opportunities Within Year
* Performance ID By Manager Rating

**Hussein Tarek**

* Count of Employee Name by Department
* Salary Average by Age
* Business Travel by Distance from Home (KM) By Gender
* Marital Status by Ethnicity
* Marital Status by Gender
* Business Travel by Distance from Home (KM) By Ethnicity
* Overtime by Gender
* Overtime by Job Role
* Ture Over
* Average salary for all employees reporting to the selected manager.
* Education By State
* Hire Date by State
* Years At Company Gender
* Years At Company by Marital Status
* Total Years in Most Recent Role by Department
* Years Since Last Promotion by State
* Years Since Last Promotion by Job Role
* Total Years with Curr Manager by Ethnicity
* Performance ID By Review Date
* Performance ID By Training Opportunities Taken

**Taher Abdelfattah Hassan**

* Count of Employee Name by Gender
* Max Of Salary
* Gender Distribution of Education
* Marital Status of Education
* Marital Status by Age
* Employee ID By Business Travel
* Overtime by Age
* Overtime by Marital Status
* Job Role By Department
* Average time employees are in same job/function.
* Education Field by State
* Hire Date by Ethnicity
* Years At Company by Department
* Years At Company by Marital Status
* Total Years in Most Recent Role by Age
* Years Since Last Promotion by Job Role
* Years Since Last Promotion by Department
* Total Years with Curr Manager by State
* Performance ID By Environment Satisfaction
* Performance ID By Work Life Balance