**Kick-off meeting notes**

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# Section 1: Kick-off meeting notes

# Selecting an Appropriate Topic

## Date: 09/01/2022 Meeting type: In person (In class)

* We looked for project topics. What kind of projects may we take on as business analysts?
* We talked about the types of responsibilities that we need to do based on the business analysis of the project topic.

## Few project topics were found.

* Retail / Retain Management
* Supply Chain
* Productivity & Stress Management in Business
* Stock Market Data Analysis

### **Details**

* Recognized the definition and needs of each selected topic.
* For each topic we figured out what are the problems with the existing system.
* What are the anticipated solutions for all problems?
* What approaches or methods we can follow to overcome the problems?
* What platforms and tools are available to uss?
* What actions we can take in each situation that we discussed for every project definition?

## Date: 09/06/2022 Meeting type: In person (In class)

## Selecting an Appropriate Topic

* All of the team members were not satisfied with the exploration of previous project topics so we decided to search for more topics.
* We found four more interesting topics for the business analysis project.

## Four project topics were found.

* Customer Segmentation.
* Predicting the Success of an Upcoming Movie.
* Creating Product Bundles
* Customer Review Sentiment Analysis

### **Details**

* We got some dataset for customer segmentation but later we felt that it is similar to the Retail / Retain Management.
* We also found some problems in predicting the success of an upcoming movie but those were very common and the success of a movie is one kind of gambling.
* For Creating product bundles we thought many businesses are already got success by doing this so hardly we found few problems in the current system and it seems there are very less things to do.
* The company can gather information from product reviews, feedback forms, online surveys, etc. in customer review sentiment analysis but it is very common nowadays.
* Then we searched more in productivity and stress management
* We analyzed many problems as well as we realized that it is very important to manage both productivity and stress in this competitive era.
* At last all team members agreed that we can do more in productivity and stress management.

# Date: 09/08/2022 Meeting type: In person (At home)

### **The chosen final topic is "Productivity & Stress Management in Business**

 The effect of stress on productivity might be a critical issue to improve the Business, we have decided to address this topic. In life, stress is unavoidable, and it occasionally has positive effects. Stress, though, can become a creature if there is too much of it.

Stress at the office is nothing new. However, the burden the COVID-19 pandemic put on professionals has only increased such levels of stress. Stress' negative effects on productivity and, ultimately, a company's bottom line, are significant. The time and money lost as a result of workplace stress and reduced productivity are detailed in our infographic, which you can download below.

### **We discover some effects of stress on performance**

1. Energy deficiency: - Despite tension is known to cause an initial adrenaline rush, it will quickly sap your energy after that, leaving you feeling physically and emotionally exhausted.
2. Having problems with concentration: - Focus is necessary for effective productivity, but when you are under stress, your thoughts become preoccupied with the source of your stress, making it very difficult to concentrate on the task at hand.
3. Perpetual anxiety: - Cortisol has a way of stealing your time since it causes you to worry constantly about things that might or might not happen. This is time that was wasted that could have been reserved for more useful activities.
4. Limited inventiveness: - When you're anxious, your thoughts stray, making it difficult for you to focus on fresh concepts. It essentially restricts your capacity to generate original, creative ideas.
5. Adverse personality consequences: - Your personality is also impacted by stress, in addition to your emotions and physical capabilities.

## Date: 09/13/2022 Meeting type: In person (At home)

### **We discover a problem that stress lowers business productivity**

Tardiness is among the most frequent ways stress impacts a company's overall output. Individuals who have good attendance start missing becoming increasingly work due to anxiety problems including insomnia, high blood pressure, and headaches because they have a negative impact on the person.

The following are some other ways stress may reduce productivity at your business

1. Employee disengagement: - Employees who are stressed out at work may become restless and want to switch to a less demanding position. The rise in worker turnover that results from this ultimately causes issues since it forces your business to invest more money and effort in recruiting and training new hires.
2. Tardiness: - There are usually a few workers in any firm who have trouble showing to work on time, however when individuals who are usually on time start to show up more frequently, it can be a sign of stress. This can be because stress and anxiety frequently disrupt sleep, making it more challenging to wake up every day.
3. Social interactions: - Sadly, stress also makes those who would normally be chatty with their peers avoid doing so. This is frequently because they withdraw from others and lack the energy necessary to strike up polite discussions or small talk. The absence of peer interactions and communication could eventually affect the productivity of the business.
4. Workmanship level: - The effects of stress on your company's production include exhaustion, personality changes, social isolation, and a loss of excitement.

## Date: 09/15/2022 Meeting type: In person (At home)

### **We come up with a solution How to relieve strain**

It's critical to understand the effects of stress on both you and your team, but how can we change this? The following suggestions are useful:

1. Get Involved: - The reduction of stress is one advantage of exercise. Not only would it flood your body with tagline serotonin, and it can also promote relaxation and better sleep.
2. Breathe for a moment: - Overdrive occurs in a stressed body. Take five minutes to yourself, says WebMD, and concentrate on your breathing. Your blood pressure and pulse rate will decrease as a result of this.
3. Utilize your creative side: - A wonderful method to focus on a brain-stimulating endeavor that is unrelated to work is to work on an artistic or creative project. Therefore, adult drawing books are so popular.
4. Ensure that your workspace is comfy: - Although it's crucial to establish separation between workplace and home, a productive workspace doesn't have to be uninviting. Consider including a few comfortable touches that make the space resemble a home and think about purchasing ergonomic office furniture. Both your brain and body will appreciate it.
5. Think positively: - Worried thoughts frequently concentrate on the bad. Set aside some time every day to reflect on the positive by listing at least three activities that went well or surprisingly. Place your list somewhere that is simple to get to.
6. Consult a knowledgeable expert: - Stress-inducing situations cannot be changed, but how you perceive them can. You can learn to rescript stressful thoughts as they arise with the assistance of a specialist with training in cognitive behavioral therapy.