**Meeting Minutes**

Group 7

**Date :** 02/02/2022

**Attendees**: Eva Bijker, Antonia Dineva, David Rijthoven, Bas van Mil, Alex Svetoslavov, Ryan van Wegen

**Time**: 9:00 – 14:00

Agenda items

1. Become acquainted with each other.
2. Start unwrapping the semester schedule.
3. Discuss the team contract
4. Find optimal time for everyone for organizing and participating in future meetings.

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| --- | --- | --- | --- |
| Action Items | Owner(s) | Deadline | Status |
| Become acquainted with each other. | Group members | 02/08/2022 | Complete |
| Start unwrapping the semester schedule. | Group members | 02/08/2022 | Complete |
| Discuss the team contract | Group members | 02/08/2022 | Complete |
| Find optimal time for everyone for organizing and participating in future meetings. | Group members | 02/08/2022 | Complete |

**Meeting Minutes**

Group 7

**Date :** 15/02/2022

**Attendees**: Eva Bijker, Antonia Dineva, David Rijthoven, Bas van Mil, Alex Svetoslavov, Ryan van Wegen

**Time**: 9:00 – 14:00

Agenda items

1. Discussing meeting with client
2. Brainstorm on ideas for project approach
3. Talk with mentor regarding our ideas
4. Schedule meeting for next week

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| --- | --- | --- | --- |
| Action Items | Owner(s) | Deadline | Status |
| Discussing meeting with client | Group members | 15/02/2022 | Complete |
| Brainstorm on ideas for project approach | Group members | 15/02/2022 | Complete |
| Talk with mentor regarding our ideas | Group members | 15/02/2022 | Complete |
| Schedule meeting for next week | Group members | 15/02/2022 | Complete |

**Meeting Minutes**

Group 7

**Date:** 22/02/2022

**Attendees**: Eva Bijker, Antonia Dineva, David Rijthoven, Bas van Mil, Alex Svetoslavov, Ryan van Wegen

**Time**: 9:00 – 14:00

Agenda items

1. Start on domain understanding. Formulate a document and divide main and sub questions.
2. Try to import data in the notebook.
3. Define scope of our project and constraints.
4. Make a schedule for project weeks.

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| --- | --- | --- | --- |
| Action Items | Owner(s) | Deadline | Status |
| Start on domain understanding. Formulate a document and divide main and sub questions. | Group members | 15/02/2022 | In progress |
| Try to import data in the notebook. | Group members | 15/02/2022 | In progress |
| Define scope of our project and constraints. | Group members | 15/02/2022 | In progress |
| Make a schedule for project weeks | Group members | 15/02/2022 | Complete |
|  |  |  |  |