**Group (Number): 10**

**Meeting (repeat as needed):**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | 16/09/2023 | Attendees | Not Present |
| Time | 7:00 PM EST | Rishika Singh |  |
| Location |  | Niya Jojo |  |
|  |  | Ben Lee George |  |
|  |  | Gihan Shamike, Liyanage |  |
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**Tasks:**

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| --- | --- | --- | --- |
|  | Task | Name | Completed (Y/N) |
| 1 | Choosing an industry and meeting minutes | Rishika Singh | Yes |
| 2 | Choosing an industry | Niya Jojo | Yes |
| 3 | Choosing an industry | Ben Lee George | Yes |
| 4 | Choosing an industry | Gihan Shamike Liyanage | Yes |
| 5 |  |  |  |

**Comments:**

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| --- |
| Agenda of the Meeting:  1. Choosing an industry  2. Ongoing projects in Canada   * The meeting centered around the critical decision of choosing an industry for our project. Several industries were considered, including IT, Construction, and the food industry, among others. Each team member voiced their preferences and selections from the shortlisted industries. * Subsequently, we agreed that each team member would individually research the growth prospects of the selected industries. During the meeting, team members shared their findings, highlighting industries with substantial growth and associated projects. * After a thorough discussion and evaluation of insights, the team reached a consensus to pursue a project focused on the ‘Scarborough Subway Extension’. * The next meeting was scheduled for the 18th of September. * All the members of the team were instructed to come up with the findings about the decided topic. |

**Group (Number): 10**

**Meeting (repeat as needed):**

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| --- | --- | --- | --- |
| Date | 18/09/2023 | Attendees | Not Present |
| Time | 5:00 PM EST | Rishika Singh |  |
| Location | Fanshawe College | Niya Jojo |  |
|  |  | Ben Lee George |  |
|  |  | Gihan Shamike, Liyanage |  |
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**Tasks:**

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| --- | --- | --- | --- |
|  | Task | Name | Completed (Y/N) |
| 1 | Work on operations part of the project and take down meeting minutes | Rishika Singh | Yes |
| 2 | Project description, unique product/service and objective of the project | Niya Jojo | Yes |
| 3 | Name and description of the industry | Ben Lee George | Yes |
| 4 | Temporary nature of the project and Time, cost, scope and performance of the project | Gihan Shamike Liyanage | Yes |
| 5 |  |  |  |

**Comments:**

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| Agenda of the Meeting:  To discuss about the below key points   1. Name and description of the industry 2. Project description 3. Objective 4. Unique product or service 5. Temporary nature of the project 6. Cost, scope and performance 7. Operations  * During the meeting, each selection of the project template was assigned to individual team members for detailed discussion and research. * Name and description of the industry: Ben Lee George was responsible for this section and presented a comprehensive overview of the industry relevant to the project. The aim was to ensure clarity and understanding. * Project description, objective, and unique product or service: Niya Jojo took charge of these aspects. The team discussed the project description, emphasizing its scope and purpose. Project objectives were clarified to align with the project’s scope and goals, and the unique service associated with the project was outlined, highlighting its features and benefits. * Temporary Nature of the project, time and scope: Gihan Shamike focused on these elements. The team explored nature of the project, with specific start and end dates. Financial aspects, scope, and performance metrics were discussed, including cost management considerations. * Operations/routine work and strategy: Rishika Singh led the discussion on this segment. The team delved into the ongoing operations and routine work related to the project, with a focus on aligning these activities with organizational goals and strategies. * Following the meeting, each team member was tasked with refining and finalizing the information related to their assigned key points. * A follow-up and final meeting were scheduled for September 21st to consolidate the gathered information into the project documentation and planning. |

**Group (Number): 10**

**Meeting (repeat as needed):**

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| --- | --- | --- | --- |
| Date | 21/09/2023 | Attendees | Not Present |
| Time | 4:15PM | Rishika Singh |  |
| Location | Fanshawe College | Niya Jojo |  |
|  |  | Ben Lee George |  |
|  |  | Gihan Shamike, Liyanage |  |
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**Tasks:**

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| --- | --- | --- | --- |
|  | Task | Name | Completed (Y/N) |
| 1 | Work on operations part of the project and take down meeting minutes | Rishika Singh | Yes |
| 2 | Project description, unique product/service and objective of the project | Niya Jojo | Yes |
| 3 | Name and description of the industry | Ben Lee George | Yes |
| 4 | Temporary nature of the project and Time, cost, scope and performance of the project | Gihan Shamike Liyanage | Yes |
| 5 |  |  |  |

**Comments:**

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| --- |
| **Agenda of the Meeting:**   1. Proofreading the project documentation 2. Final meeting on project discussion  * The team commenced by proofreading the project documentation, ensuring accuracy, clarity and proper formatting. * Spelling, grammar and formatting errors were identified and corrected. * Content consistency and alignment with the project’s key points were reviewed and adjusted where necessary. * Each team member contributed to the thorough proofreading process, making the documentation polished and professional. * The team revisited key aspects of the project, ensuring that all information was accurately reflected in the documentation. * Any remaining questions or concerns regarding the project were addressed and resolved. * It was confirmed that all sections related to the project, including industry description, project objectives and operational strategies were properly integrated into the documentation.   **Next Steps:** The completed project documentation will be submitted as per the project requirements. |