# Project Meeting Minutes

*The main purpose of the document is to capture all the work that has been done by the group and* ***not*** *to write down what was discussed in a single meeting. You should be meeting and/or working throughout the week*.

**Date of meeting(s):** 30/01/2023, 01/02/2023 and 02/02/2023

**Group Number**: **12**

**Group members present (Name, ID):**

* Amit Sharma, 0794488
* Suhail Ahmed, 0789949
* Rajvi Mehta, 0788372
* Harshil Patel, 0791261
* Jayraj Radadiya, 0789984

**Specific Activities that were completed/worked on:**

* Finalizing the Assessment documents for a focused problem discussion
* Meeting Management stakeholders (Manjari and John Ulakovich) for the requirement discussion
* Research regarding the Factors effecting the wellbeing of students.
* High level Module breakdown and Survey Questions.
* Setting up GitHub.

**Specific Output from work:**

* Assessment document.
* Draft Survey Question set.
* GitHub Repo

**On Target:**

* Indicate the current status of your project:
  + \_**X**\_\_\_ green: everything on track for completion by due date
  + \_\_\_\_\_ yellow: a small number of tasks are off track and completion by due date is at risk
  + \_\_\_\_\_ red: many tasks are off track and project will not be completed by due date

**Challenges/Disagreements:**

* Dynamic Dropdowns as part of Google forms
  + A separate plan to provide a text box for states is in place.
* To narrow down the whole problem to certain fix areas

**Planned Activities for coming week:**

* Draft Survey (as google form) to be created by the weekend
* Publishing the survey from John’s Desk for better reach
* Data cleaning logic breakdown