# 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):** 06/02/2023, 07/02/2023 and 09/02/2023

**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:**

* Creating a **Draft version** of the Survey
* Review meetings with Management stakeholders (Manjari and John Ulakovich) regarding problem focus and survey question finalizing.
* Pilot Test run of the first version of the survey in class.
* Creating the **Final Version of Phase 1 Survey**

**Specific Output from work:**

* Actual Survey.
* Project Plan and High-level Timelines.

**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 & completion by due date is at risk.
  + \_\_\_\_\_ red: many tasks are off track and project will not be completed by due date.

**Challenges/Disagreements:**

* Finalizing the name and delivery method for the survey

**Planned Activities for coming week:**

* Creating awareness among students to fill up more data for the survey.
* Collection of Data from the Survey
* Data Assessment Document Creation
* Data cleaning logic breakdown