

# Group Workspace Template

## Deadline

Date of submission: 30 March 2023.

## Tasks

1. Meeting. Get to know members
2. Distribute task to members
3. Meeting. Checking, collate, organize, sort data
4. Finalizing output with other member's work .
5. Meeting. Final checking of work done and submission

## Plan

Fill in the table below according to your tasks, their owners, deadline and status. Refer to the example in the table.

Task	Who is responsible	Deadline	Status
First Meeting	John	March 16, 2023	Completed
Task Distribution	John	March 17, 2023	Completed
SQL data import, Cleaning, SQL queries, Processing data files in Excel, Documentation of Report	John and Patty	March 20, 2023	Completed
Checking and organizing output	John, Patty, and Charmaine	March 23, 2023	Completed
Second Meeting	John, Patty, and Charmaine	March 25, 2023	Completed
Final output and feedback	John, Patty, and Charmaine	March 28, 2023	Completed
Recording of Video Presentation and	Patty	March 29, 2023	Completed

Task	Who is responsible	Deadline	Status
Creating visual presentation			
Final Checking and Meeting	John, Patty, and Charmaine	March 29, 2023	Completed
Submission of Files	John, Patty, and Charmaine	March 30, 2023	Completed

## Notes

### Meeting #1

Date: 03.16.2023

Who attended the meeting: John, Charmaine, Patty

What we discussed: Individual introduction, shared goals and expectations. Discussion of backgrounds, strengths, and weaknesses.

Next steps: Task Distribution to all members

### Meeting #2

Date: 03.25.2023

Who attended the meeting: John, Charmaine, Patty

What we discussed: Checked and compared our work done and feedback.

Next steps: Checking and organizing output

### Meeting #3

Date: 03.29.2023

Who attended the meeting: John, Charmaine, Patty

What we discussed: We reviewed the video presentation made by Charmaine, and finalized our output for submission

Next steps: Ready for submission