# **Weekly Meeting Minutes Template**

## **Project: Understanding Communities in Need – Resole CIC**

## **Date: [Insert Date]**

## **Time: [Start Time] – [End Time]**

## **Location/Platform: [In-person/Online (Zoom, Teams, etc.)]**

## **Meeting Facilitator: [Person Leading the Meeting]**

## **Attendees:**

* Kelvin - *Attendance Status*
* Mo - *Attendance Status*
* Rawad - *Attendance Status*
* Mourad - *Attendance Status*
* Bhavjot - *Attendance Status*

### **1. Agenda Items**

| **No.** | **Topic** | **Notes/Decisions** |  |
| --- | --- | --- | --- |
| 1 | Project Progress Update | … |  |
| 2 | Data Collection & Cleaning Updates | … |  |
| 3 | Exploratory Data Analysis (EDA) Progress | … |  |
| 4 | Trends & Modeling Discussion | … |  |
| 5 | Dashboard Development Update | … |  |
| 6 | Report Writing & Presentation Plan | … |  |
| 7 | Risks & Challenges | … |  |

### **2. Key Discussion Points & Decisions**

* **Project Updates:**

[Summary of progress made since the last meeting]

* **Challenges Faced:**

[Any issues encountered, and possible solutions]

* **Data Analysis Insights:**

[Important findings, trends, or correlations observed]

* **Technical Concerns:**

[Any technical blockers, tool issues, etc.]

* **Team Collaboration & Workload Distribution:**

[How well the team is working together, adjustments needed]

### **3. Action Items & Next Steps**

| **Task** | **Assigned To** | **Due Date** | **Status** |
| --- | --- | --- | --- |
| [Task 1] | [Person] | [Date] | [Not Started/In Progress/Completed] |
| [Task 2] | [Person] | [Date] | [Not Started/In Progress/Completed] |
| [Task 3] | [Person] | [Date] | [Not Started/In Progress/Completed] |

### **4. Deadlines & Milestones**

| **Milestone** | **Due Date** | **Status** | **Notes** |
| --- | --- | --- | --- |
| Draft Project Analysis | 27th Feb 2025 | [Status] |  |
| Draft Project Report | 20th March 2025 | [Status] |  |
| Live Presentation | 24th March 2025 | [Status] |  |
| Final Report & GitHub Submission | 3rd April 2025 | [Status] |  |

### **6. Notes & Miscellaneous Items**

[General notes, additional points discussed, feedback received, etc.]

### **7. Next Meeting Details**

* **Next Meeting Date & Time:** [Insert Date & Time]
* **Next Meeting Location/Platform:** [In-person/Online]
* **Agenda for Next Meeting:**
  + [Agenda Item 1]
  + [Agenda Item 2]