# PROJECT MEETING MINUTES

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| **Meeting/Project Name:** | Patent Modeling |
| **Date of Meeting:** (DD/MM/YYYY) | 07/04/2023 |

Specific Activities that were completed/worked on:

1. Conducted meetings with stakeholders.
2. Stakeholders are expecting us to update the process flow.
3. Stakeholders requested to add the patent process step by step in the G sheet.
4. Each member required to select a timeline and extract the records of patent data.
5. Worked on getting the final data in to shape.
6. Performed data cleaning and EDA with final data.

**Meeting Objective**

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| **Attendees** | | |
| **Name** | **Student Id** | **E-mail** |
| Manoj Kumar Ravindranath | 0788281 | W0788281@myscc.ca |
| Elda Maria Thomas | 0788788 | W0788788@myscc.ca |
| Sreenatha Reddy Ramireddy | 0790903 | W0790903@myscc.ca |
| Srilekhya Byreddi | 0798040 | W0798040@myscc.ca |
| Sai Sowmith Komakula | 0792196 | W0792196@myscc.ca |

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| **Project Daily Activities for this week** | |
| **Topics** | **Owner** |
| * Extracting the data from USPTO * Attended meeting with stakeholder on 03/04/2023. * Worked on EDA using python. | Manoj Kumar Ravindranath |
| * Extracting records from USPTO * Attended meeting with stakeholder on 03/04/2023. * Perform Exploratory data analysis with the input variables and output variables | Elda Maria Thomas |
| * Extracting records from USPTO * Attended meeting with stakeholder on 03/04/2023. * Updated the process flow. | Sreenatha Reddy Ramireddy |
| * Extracting records from USPTO * Perform EDA. * Created visuals using the input variables and the output variables. | Srilekhya Byreddi |
| * Extracting records from USPTO * Attended meeting with stakeholder on 03/04/2023. * Used visualization techniques to find the correlation by taking different combination of variables. | Sai Sowmith Komakula |

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| **Challenges** |
| 1. Dealing with the text variables was a bit tricky. 2. Finding out the variables that would affect the output based on domain knowledge. 3. Gathering data from different sources and putting it together. 4. Needed to make sure all the variables were included while extracting the data. |

**On Target:**

* Indicate the current status of your project.
  + yellow: a small number of tasks are off track and completion by the due date is at risk.

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| **Planned Activities for Next Week** |
| * Over the next week, the team will work on creating a machine learning model. * Conduct the meeting with stakeholders on a daily basis. * Team will sit together to approve each other’s work as part of preparation for the upcoming interview. * Preparing ourselves for final individual interview. |