# PROJECT MEETING MINUTES

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| **Meeting/Project Name:** | Patent Modeling |
| **Date of Meeting:** (DD/MM/YYYY) | 17/03/2023  24/03/2023 |

Specific Activities that were completed/worked on:

1. Conducted meetings with stakeholders.
2. Stakeholders asked to find all the inputs and output variables required for mathematical modeling.
3. Stakeholders requested to provide process flow based on the input variables.
4. Each member required to select a timeline and extract the records of patent data.
5. Worked on hypothesis of the project.
6. Performed data cleaning and EDA with some sample records to check the output of from the 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 records from USPTO * Participated in panel discussion and got some insights on data extraction. * Attended meeting with stakeholder on 22/03/2023. * Perform EDA. | Manoj Kumar Ravindranath |
| * Extracting records from USPTO * Perform EDA. | Elda Maria Thomas |
| * Extracting records from USPTO * Participated in panel discussion and got some insights on data extraction. * Attended meeting with stakeholder on 22/03/2023. * Draw project flow map with finalized variables. | Sreenatha Reddy Ramireddy |
| * Extracting records from USPTO * Participated in panel discussion and got some insights on data extraction. * Perform EDA. | Srilekhya Byreddi |
| * Extracting records from USPTO * Participated in panel discussion and got some insights on data extraction. * Attended meeting with stakeholder on 22/03/2023. * Find out the input and output variables required for analysis. | Sai Sowmith Komakula |

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| **Challenges** |
| 1. Extraction of data without missing records to minimize the cleaning process. 2. Stakeholders wanted the team to come up with multiple output variables for the solution. 3. Stakeholders do not give clarifications on certain tasks and the team finds it difficult to understand their expectations. 4. The team has come to a decision on how many records to include in the dataset in order to maximize the reliability of model |

**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 performs the tasks given by stakeholders and review their feedback. * Conduct the meeting with stakeholders. * Perform EDA on finalized records. |