**Wednesday, Feb 15th**

**Prep material:**

[Presentation Example #1](https://github.com/McGill-MMA-EnterpriseAnalytics/Anime-Rating-Prediction-and-Recommendation/blob/main/Anime-Rating-Prediction-and-Recommendation_Presentation.pptx)

[Presentation Example #2](https://github.com/McGill-MMA-EnterpriseAnalytics/NHL-Game/blob/main/Group%209%20Presentation%20Slides.pdf)

[Presentation Example #3](https://github.com/McGill-MMA-EnterpriseAnalytics/INSY695-InVehicleRecommendation_2/blob/main/Enterprise2_Group7_Presentation.pptx)

[Presentation Example #4](https://raw.githubusercontent.com/McGill-MMA-EnterpriseAnalytics/Churn-Analysis/main/presentation/FINAL%20-%20Churn%20Analysis.pdf)

**Initial Agenda:**

1. Reminder of GitHub visibility
   1. You get credit for what is submitted and managed by GitHub.
   2. Can send a note to the prof if there is any issue.
2. Prioritization of tasks (20 min)
   1. Presentation
      1. Presenting Team
      2. Outline of presentation proposed.
   2. Report (delayed)
      1. How can we best use our time/When can we submit the project?
      2. Final output
      3. Branch Readme file
         1. need a readme file for each branch explaining how the branch works and high-level what was accomplished.
3. Status Update (16 min)
   1. Data Analyst
   2. Data Science
   3. Business Analyst
   4. Product Manager
4. Focus on presentation material and outline. (rest of meeting)
   1. Get input from all people
5. Recap meeting and next steps
6. Feedback for Project Managers

**Expected Output:**

1. Tasks & time updated Gantt chart based on discussions.
2. Internal alignment of remaining tasks and who is responsible.
3. Presentation team formed.
4. Presentation outline done
5. Presentation ideas/thoughts collected.
   1. Not closed to more ideas in future, but will need ideas ASAP.

**Meeting notes:**

Github: add descriptions and relevant content for each topic

Presentation team: Emery & Bennett + Priyanka / Julie in support

For the presentation:

* Add appendix on data structure / type > Raman
* Add appendix on loyalty program
* Find a ways to visualize the model or get the correlation coefficients & feature importance
* Model: model used, metrics and ranking > Data Sci
* Results > Bus An
* Appendices > Julie

Status Update

1. Data Analyst > ok
2. Data Science > in progress
3. Business Analyst > in progress
4. Product Manager > waiting for final input of everyone

**Tuesday Feb 07**

Notes for Business Analyst meeting

* Collect ideas of use cases
  + Analyze members depending on membership
  + Analyze non-member segments and identify profitable segments
* Identify metrics / KPI
* Define Business value

Transmit ideas to data team by Friday around noon

**Tuesday 24th**

* Team norms
* Team Roles

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Data Analyst | Data Scientist | Business Analyst | Product Manager | Project Manager |
| Cleanup  Data viz  Metrics | Modelling  Correlation | Interpretation of results  Data viz | Market expert / Strategy  Report / Github  Slide prez | Keep track of progress  Meeting orga  Check on work flow  Deliverables |
| Jeongho  Priyanka | Jeongho  Bennett  Raman | Lucie  Bennett  Julie\*  Emery\* | Lucie  Julie  Emery  Raman\* | Emery  Julie |
| Priyanka | Raman | Lucie | Julie | Emery |

*\* depending on time and topic*

* Extra - contribution
  + Meeting recorder
  + Finding data
  + Writing report
  + Presentation slides
  + Live presentation
  + Chief Happiness Officer : Emery
* Team organization
  + Set meetings ?
  + Meeting frequency ?
  + Storage tool : one drive
  + PM tool : github
  + Communication tool : whatsapp
* About the project
  + Ideas ?
  + Timeline

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Preparation | Agenda | Expectations | Todo |
| Jan 24 | Review guidelines  Preferred role?  Git account  Ideas | Roles definition  Set organization  Project discussion | Roles defined  Expectations aligned | Find dataset and use case |
| Jan 27 | Datasets suggestion  Timeline suggestion | / |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Feb 19 | FINAL DEADLINE | Submission | - | - |