**Team Meeting Notes for Development Project Units 3-6**

|  |  |  |
| --- | --- | --- |
| **Date** | **Agenda Item** | **To Do / Responsibility** |
| 06.11.2024 | First Meeting  1. Discussion of potential business questions 2. Filling out group contract 3. Assigning roles and responsibilities | * Natali to set up recurring meetings. |
| 07.11.2024 | 1. Project Recap 2. Group Contract 3. Business Analytics Questions for Airbnb 4. Responsibilities 5. Next Meeting | * Overview of task, aim, and deadline. * Paulina to send group contract to tutor by Nov 7th EOD. * Final vote on Airbnb questions via WhatsApp. * Nima, Osman, and Natali to discuss report separately. |
| 08.11.2024 | 1. Recap of Task 3: Analytical Report and Rating Criteria 2. Mode of Collaboration: Google Docs, other? 3. Deliverable until next group meeting 4. Task responsibilities of deliverable(s) 5. Other | * Finalize analytical report structure and criteria. * Decide on collaboration platform. * Define deliverables and responsibilities. |
| 12.11.2024 | 1. Choice of AirBnB Business Analytics Question 5. Next Meeting | * Vote on new Airbnb analytics question via WhatsApp poll. * Assign tasks for narrowing research and data visualization. |
| 19.11.2024 | 1. Final Deliverables 2. Schedule for Data Analysis 3. Update on written report 4. Choice of AirBnB Business Analytics Question | * Finalize data analysis. * Cross-check analytical report table with code. * Finalize written report by Dec 1, 12:00pm. * Optional group call on Dec 1 for urgencies. |
| 25.11.2024 | 1. Methodology 2. Findings 3. Overall Group Feedback | * Adjust Methodology section format and subheadings. * Draft pricing findings. * Final review and feedback schedule. |

**Reflection on the Team Meetings and my Role**

In the beginning me and another person were active in ensuring the team would meet soon after our formation was clear. After the first meeting we decided that a project lead might be necessary for the project’s success and I was happy to take on the role since I also work as a Product Manager/Product Owner and have that skillset already. From then on I took on an even more active role.

As project lead, I organized meetings, prepared agendas, summarized discussions, ensured accountability, and structured our workflow using tools like Google Documents (see link below). My responsibilities also included conducting research to develop a meaningful business question and aligning it with data findings. This leadership and structure were helpful in maintaining focus and organization.

The team progressed effectively, adhering mostly to prepared agendas (by me) and maintaining motivation to deliver high-quality results on time. One meeting setback occurred on November 12th when changes to the project scope and business question as well as differing opinions led to prolonged discussions and no results at the end of the meeting. I took the lead and suggested that, after reviewing the current data and work that was done, we would vote on the most viable business question going forward.

Whenever the team had differing opinions on the project scope, business question, and data approach afterwards, we used a WhatsApp group for democratic voting, which ensured transparent and efficient decision-making. This adaptability and teamwork were key to the project’s success.

**Notes on Collaboration via Google Docs and my Involvement**

Below is the link to the Collaborative Google Cloud Document, set up by me. It was used to track our progress, work collaboratively and prepare/track agendas for the meetings:

<https://docs.google.com/document/d/1BcIgxGqUnXd53k2jIkXiIVq8dJ_dDl9S_m8H0GJj1co/edit?pli=1&tab=t.f1kpr3smpkh>

My contributions to creating the document and establishing its structure provided transparency over responsibilities and deadlines, ensuring accountability and efficient collaboration. Additionally, my work on the research and shared authorship of the Assignment Outline and Final Written Report with Nima Osman played a key role in delivering a well-organized and high-quality final project. Together, these efforts ensured the project's overall success.

A screenshot of a computer

Description automatically generated

Fig 1: Screenshot of Google Docs, structured and set up by me.

A screenshot of a computer

Description automatically generated

Fig 2: Screenshot of Outlook Recurring Meeting set up by me.

A close-up of a document

Description automatically generated

Fig 3: Screenshot of Research done by me.

A white sheet with black text

Description automatically generated

Fig 4: Screenshot of Research done by me.