**MEETING MINUTES –**

**[Week 3 MEETING 2 OF INTEGRATED PROJECT\_GROUP #Carlos]**

**MEETING INFORMATION**

***Objective:*** Check Assignment, New Assumptions Teach

***Date:*** 06/06/2024

***Time:*** 8:00 AM EDT ***Meeting Type:*** Virtual Meeting

***Timekeeper:*** Carlos ***Note Taker:***  Luyang

***Attendees:*** Carlos (Mentor), Luyang(Mentee), Orange (Mentee), Ruizhe (Mentee)

**Meeting Documents**

* Statement of work, part 1

**Progress Report**

* Completed Statement of work draft prior to the meeting
* Most team members still working on reviewing SOP23

**Special Business**

1. **Slides on Statement of Work**

* Redefined the client’s need and our objective

1. **Statement of Work:**

* Carlos guided us with editing the statement of work
* regression for price modeling and validation to be removed
* Implementation and monitoring section: change from doing it ourselves to recommend the client doing themselves
* Added different headings to separate the analysis(our task) and the reporting(tell the story to client) part of the statement of work.
* add page number and date
* Carlos will be available for Friday and Saturday, but not Sunday

**Date and Time of the Next Meeting**

The students and mentors will meet on conference call on 06/13/2024 Thursday.

**Close**

* Finish SOW draft
* add project output from intro slides to the reporting section of the SOW

June 06, 2024

Recorded by

Luyang