**MEETING MINUTES –**

**[Week 4 MEETING 2 OF INTEGRATED PROJECT\_ GROUP #Carlos]**

**MEETING INFORMATION**

***Objective:*** Review draft SOW-Part 1;

Recap of the last meeting [6/12 Meeting Minutes](https://docs.google.com/document/d/1mURCzjY22qbd6uKTHoF3zatDFTlXbWP3hXNP54aj-Y8/edit?usp=drive_link)

Discussion of roles and new actions

***Date:*** 06/13/2024

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

***Timekeeper:*** Carlos ***Note Taker:***  Orange

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

**Meeting Documents**

* Draft SOW-Part 1 uploaded by Team#Carlos [SOW(draft), part 1](https://docs.google.com/document/u/0/d/1Or5UYwrIpWmhBGlRIN3m0q9_wNfp5FoW/edit)
* Recommended structures for Mid-Term Presentation attached [Recom.](https://drive.google.com/open?id=1g3tOW0mPfcrn5Fuc6VAryW-ha_zQnLJW)

**Progress Report**

Team has completed the first part of the Statement of Work and is ready for review. The team is also prepared to discuss the Recommended Structure for the mid-term presentation.

**Special Business**

1. **Review of Draft Statement of Work Part 1**

Review the draft Statement of Work, ensuring all objectives and tasks are clearly defined and aligned with project goals.

1. **Recap of 6/12 Meeting: Mid-Term Pre**

Go through the Recommended Structure for the mid-term presentation with Ira and Thomas;

1. **Clarification of Roles**
   1. Carlos:works both as the *client* and *mentor* who provides guidance.
   2. Team Member: provide resolutions for client under supervision and guidence of mentor
2. **New Actions Taking/To Take**
   1. Detailed the time table [Time Table (SOW-part 2)](https://docs.google.com/spreadsheets/d/1sbKTSO36gAYghAdNigsT0ZltnmEHqLEj/edit?usp=sharing&ouid=114295122645242614992&rtpof=true&sd=true)
   2. Data Request:
      1. Write a professional data request email: scope and category to request
      2. Send out the email to client. (6/15/2024, by [Ruizhe Qiu](mailto:rq2194@columbia.edu) )

**Date and Time of the Next Meeting**

The students and mentors will meet on conference call on 06/20 Thursday.

**Close**

All team members are reminded to review the draft Statement of Work and prepare their input for the mid-term presentation discussion.

June 13, 2024

Recorded by

Orange