

# Team Meeting

**Date:** 11/06/2022

**Time:** 6:30pm - 7:30pm

**Location:** Virtual Call

**Meeting called by:** All Team Members

**Type of meeting:** Group Project

**Facilitator:** Pham

**Note taker:** Allen

**Timekeeper:** Priya

**Attendees:** Pham, Priya, Allen, Sarah

**Please read:** [Components](#), [Grading](#),  
[Project Topic](#)

**Please bring:** Laptop

## Minutes

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**Agenda item:** Project Planning: Roles, Resources & Schedule

**Presenter:** Priya

### Discussion:

Meeting 1 (11/08/2022): Introduction, Scheduling, High-level Task Breakdown & Setup

Meeting 2 (11/15/2022) : Finish General Research, Brainstorm ideas, Decide on the market and app we are going forward with

Meeting 3 (11/22/2022) : Resources Gathering, Begin Presentation

Meeting 4 (11/29/2022): Wrapping up (finish the slides, prepare for the presentation, practice presentation)

### Conclusions:

- Common Workspaces: Google Drive, GitHub
- Communication tools: Discord
- Meeting dates are subject to change
- Roles are interchangeable
- Next week: Facilitator: Allen, Timekeeper: Sarah, Note takers: Priya

### Action items

### Person responsible

### Deadline

✓ Creating GitHub Repository

Allen

11/08/2022

✓ Split up roles for meeting

All team

11/08/2022

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**Agenda item:** Project Requirements & Tasks Breakdown

**Presenter:** Pham

### Discussion:

Presentation:

- 15 min
- Include a process

Case Study Components:

- General Research on the Social Finance industry: what it is, history, current state of tech and business, target audience, policy etc.
- Look into Underserved markets/ target audience
- Competitive Analysis of existing products in the market
- SWOT analysis for our client:
  - Strengths: The qualities of the project or business that give it an advantage over the competition.
  - Weaknesses: Characteristics of the business that pose a disadvantage to the project or organization, when compared to the competition or even other projects.
  - Opportunities: Elements present in the environment that the project or business could exploit.
  - Threats: Elements in the environment that could hinder the project or business.
- Our suggestions

#### Conclusions:

- Research tasks were broken down and assigned.
- Put research results in the shared doc

Action items	Person responsible	Deadline
✓ Current State of the Tech & Business	Allen	11/15/2022
✓ What is the industry & History & Market Structure	Priya	11/15/2022
✓ Target Audience & Underserved Market	Sarah	11/15/2022
✓ Examples & Future Directions	Pham	11/15/2022

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### *Other Information*

#### Resources:

[GitHub Repository](#) (for final document uploads)

Shared Google Drive (for document management)

#### Special notes:

So far the team is on track. The project requirements are clear, and we have a strong approach on how to complete the project.

Note taker will be Facilitator next week.