**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 |
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| **Facilitator:** | Pham | **Note taker:** Allen |  |
| **Timekeeper:** | Priya |  |  |

| **Attendees:** | Pham, Priya, Allen, Sarah |
| --- | --- |
| **Please read:** | [Components](https://njit.instructure.com/courses/25151/pages/explanation-of-team-project-components-recording?module_item_id=859463), [Grading](https://njit.instructure.com/courses/25151/pages/team-project-grading?module_item_id=859466), [Project Topic](https://njit.instructure.com/courses/25151/pages/team-project-topic-list?module_item_id=859464) |
| **Please bring:** | Laptop |

# Minutes

| **Agenda item:** | Project Planning: Roles, Resources & Schedule | **Presenter:** | Priya |
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## 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 |
|  |  |  |

| **Agenda item:** | Project Requirements & Tasks Breakdown | **Presenter:** | Pham |
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## 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 * Examples & Future Directions | Sarah  Pham | 11/15/2022  11/15/2022 |

# Other Information

## Resources:

[GitHub Repository](https://github.com/Rockdhor/Professional-Dev-in-Computing-Team-3) (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.