

Meeting Minutes –

Date	30/03/2022
Time	10-10:30am

Meeting Notes

1. Since the last meeting I had provided a first draft for my report, corpus and dashboard.
 - a. Jason was happy with my dashboard and corpus but had some feedback regarding my report. Mainly that the tone was not formal enough for a research report and was too personal. This was understandable and I explained to Jason that this form of writing is new to me and all previous reports I have compiled have required this form of personal writing.
 - b. The aim is to read through the report again and remove/re-write as many informal/personal parts as possible
2. I was also expressed that the “Impact on Workforce” section was not needed due to the aim of my research not being focused on this. This was a little upsetting as I was proud with what I had written in this section
 - a. A compromise to this was placing certain parts of this section in my analysis but overall to remove the majority of it. This is something I am happy with.
3. I expressed that my report was over the word limit and thus asked that I be able to place part of my Table 3 in an appendix due to it being ~1000 words. This was agreed upon.

Meeting Summary

Overall the aim of this meeting was to ensure that all final deadline had been completed and to allow late minute feedback from Jason. I am happy with my final deliverables

Task Completed (Since Last Meeting)

Tasks listed here completed and reviewed as satisfactory

Task Name and Description	Date	Completed?
Create a main dashboard to allow dynamic transition between diagrams	31/03/2022	Yes
Finish the first draft of my technical report	23/03/2022	Yes
Complete corpus and compile meeting minutes	23/03/2022	Yes

Task(s) to be Completed (For next meeting)

Tasks listed to be completed and reviewer assigned

Task Name and Description	Date
Refine Technical Report	31/03/2022