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| MINUTE 4 | | | **4.04.2018.** | **12:30** | **WEEIA, building a10, 3rd floor** |
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| **MEETING CALLED BY** | | dr inż. Krzysztof Grudzień, dr inż. Zbigniew Chaniecki | | | |
| **TypE OF MEETING** | | Team Project meeting | | | |
| **CHAIRPERSON** | | Patryk Chodorowski | | | |
| **NOTE TAKER** | | Mario Fukuoka | | | |
| **ATTENDEES** | | Mario Fukuoka, Aleksander Bobiński, Maciek Grzelczak, Patryk Chodorowski, dr inż Krzysztof Tomalczyk | | | |
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| discussion 1 | | | | |  |
| **TOPIC** | finding correlations in survey answers | | | | |
| In order to understand more clearly the results of the survey, we decided to analyze them by looking for relationships in the data, such as how people who answered one question in a certain way answered other questions. | | | | | |
| This could help us find the main issue and define the problem. | | | | | |
| **CONCLUSIONS** |  | | | | |
| Due to the significant number of results we will not be able to co-relate answers manually. We can try to create a program which will do that, | | | | | |
| however we may lack time before the mid-term presentation. | | | | | |

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| discussion 2 | |  |
| **TOPIC** | Mid-term presentation | |
| We discussed how to present ourselves in the mid term presentation. That included topics such as: how we want to be perceived | | |
| as a team, what are the possible presentation structures, how to maintain our presentation in Pecha-Kucha form, what parts of our work should be emphasised and many more. | | |
| **CONCLUSIONS** |  | |
| Each one of us will create a schematic of presentation including: how many slides for particular parts of our job, the order of | | |
| presentation, which things should be included, etc. After that, we would gather and brainstorm over the ideas, take the best of our individual work and put it together. | | |

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| discussion 3 | |  |
| **TOPIC** | tips for presentation | |
| We discussed with Dr. Tomalczyk, who was visiting our meeting, what can we do in order to reduce stress while presenting, | | |
| and how to prepare well, so that everything will go smoothly. | | |
| **CONCLUSIONS** |  | |
| We can do multiple things in order to reduce our stress. There are really no rules about the way we should split the talking between | | |
| us, or what we should put in our slide. Another suggestion to increase the clarity of our presentation was to give the handouts with full summary of our survey instead of putting that on the slides, on which we should be only highlighting the most important results. | | |

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| discussion 4 | |  |
| **TOPIC** | presentation organisation | |
| We discussed technical things about the presentation. The way we should be dressed, the way to bring the presentation, | | |
| and other things we should do before presentation | | |
| **CONCLUSIONS** |  | |
| We should dress elegant. Suits would not be overkill. We should check earlier if the colours of our presentation are not changed | | |
| by the projector. We should make IDs for each one of us. | | |