# Minute of Meetings with Georg (Project Mentor)

## **Week 1**

*Wednesday 28/02/2024 15:00-16:00*

* Requirements of project:
  + Analyse documents of various projects and check quality of documents
  + Look if any criteria are not achieved in a document (Missing items in document)
* Final Goal of Ingenia: Provide consistent document to customers.
* Last year: Team built prototype but did not perform data analysis. That is our job.
* Potential meeting with Danielle (Industry supervisor) on Monday afternoon.
* Georg will upload documents and reports from previous team.
* Go through the documents and prepare a consolidated document with list of questions.
* The document is to be shared with Georg over teams channel by end of week.
* Previous team used python for this project.
* Research if there is any existing work that can be used in this project.
* Anything that can be used should be used, not starting from the scratch.
* This is research component of the project.
* Weekly meeting time with Georg set as Monday 10AM (over teams). Someone from the team needs to create recurring meeting for entire semester
* Agenda of meeting for week 2 is discussing the list of questions we have before having a discussion with Danielle.

## **Week 2**

*Monday 04/03/2024 10:00-11:00*