About this template document:

* This document contains 4 individual “Meeting Notes and Agendas” templates, corresponding to your team’s required AI Studio monthly meetings for September 2023.
* During the month of September, your team will use this document to create and keep track of all of your meeting agendas and meeting notes.
* For future months (October and November), simply make a copy of this template document and use it in the same way for your meetings in those months.
* Each month’s document should be stored in your team’s Project Folder in Google Drive, for easy access by team members; your AI Studio TA; and the Break Through Tech AI Program Team.
* You are not required to use this document for your August 2023 team meetings or for Maker Days, but you are welcome to! It might help you get practice and get into the habit :-)
* You can review an example in the Bridge to Studio module of your AI Studio course in Canvas, on the page titled, “Team Breakout: Team Resources”.

Important reminders:

* Your team will need to upload and submit its meeting notes and agendas 2x/month (Sept-Nov). Submission instructions will be provided via your AI Studio course in Canvas.
* 48 hours prior to each scheduled Challenge Advisor and AI Studio TA meeting, your team will need to send an agenda to your Challenge Advisor(s) and/or TA. Depending on their preference, you can either share a link to this Google Drive document (using the “Share” button above), or draft your agenda in this document and copy/paste it into an email for their review.

Jump to meeting-specific templates:

* [Monthly Meeting #1: Full Group Meeting](#_sd5n7fdl08ft)
* [Monthly Meeting #2: Team Meeting](#_v2kc5m3rtphs)
* [Monthly Meeting #3: Challenge Advisor Meeting](#_92fgp5prblmg)
* [Monthly Meeting #4: AI Studio TA](#_vhivhhhjg8q)

# **Monthly Meeting #1: Full Group Meeting**

| **Meeting Date:** | Sep 8, 2023 3:00 PM | |
| --- | --- | --- |
| Meeting Time: | 3:00pm | |
| Meeting Location: | Virtual Zoom Link:  Aida Bozulan is inviting you to a scheduled Zoom meeting.  Topic: BTT  Time: Sep 8, 2023 03:00 PM Eastern Time (US and Canada)  Join Zoom Meeting  <https://pace.zoom.us/j/96220222852>  Meeting ID:<https://pace.zoom.us/j/96220222852> 962 2022 2852  Password: 393640  One tap mobile  +16465588656,,96220222852# US (New York)  +13126266799,,96220222852# US (Chicago)  Dial by your location  +1 646 558 8656 US (New York)  +1 312 626 6799 US (Chicago)  Meeting ID: 962 2022 2852  Password: 393640  Find your local number: <https://pace.zoom.us/u/aeoq3DnibL> | |
| Meeting Type: | Full Group Meeting | |
| Student Team Members: *(check box if in attendance)* | * Ashley Garcia Cervantes * Nusaiba Mahmud * Sakshi Gondkar * Aida Bozulan * Zaira Garcia * Chloe Nguyen | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* | TA: Wang, Wenjie | |

**MEETING AGENDA**

1. Introductions & Monthly Goal
   1. Monthly Goal: Data Understanding & Data Preparation. By the end of the month our data should be ready for Modeling
2. Confirm meeting times (Fridays @ 3pm)
3. Define the problem statement (Re-state what we are modeling)
4. Understanding Data
   1. What does the “Records” column mean?
5. Recommended platforms for our code

**MEETING NOTES**

| **Discussion Topic** | **Notes** |
| --- | --- |
| Specific Tasks and Roles | Team discussed the best strategy to approach the problem. Members decided what types of roles they would like to cover. We decided to stick to certain roles instead of rotating responsibilities. |
| Platforms to utilize | Slack channel, Notion to keep track, Google Collab to collaborate on code. |
| Challenge Advisor | How do we contact him? Meet/Contact 3A to see how their communication with Sanjay is going. |
|  |  |
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**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
| Decide which label we will predict: Company Type (Regression), Method (NLP), or both? |  | Sep 9, 2023 |
| Notion Accounts/Tutorial |  | Sep 9, 2023 |
| Create Google Collabs Document ready for code |  | Sep 9, 2023 |
|  |  |  |

# **Monthly Meeting #2: Team Meeting**

| **Meeting Date:** | Sep 15, 2023 | |
| --- | --- | --- |
| Meeting Time: | 3:00 pm | |
| Meeting Location: | Virtual | |
| Meeting Type: | Team Meeting | |
| Student Team Members: *(check box if in attendance)* | * Ashley Garcia Cervantes * Nusaiba Mahmud * Sakshi Gondkar * Aida Bozulan * Zaira Garcia * Chloe Nguyen | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* | TA | |

**MEETING AGENDA**

1. Progress
2. Timeline for goals
3. Input from Accenture 3A

| **Discussion Topic** | **Notes** |
| --- | --- |
| Progress so far | Visualization of current data is almost fully done. |
| Modeling | Next step is data modeling, to check if modeling is done. Data prep comes after, so that the model fits. Starting with NLP and moving on to regression |
| Data cleaning and prep | Comes after modeling. |
|  |  |
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**MEETING NOTES**

**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
| Data Modeling (NLP) | Chloe, Sakshi | Sep 29, 2023 |
| Data Prep  (lowercase, years) | Zaira, Sakshi | Sep 22, 2023 |
| Data Modeling (Regression) |  | Sep 29, 2023 |
|  |  |  |

# **Monthly Meeting #3: Challenge Advisor Meeting**

| **Meeting Date:** | Sep 20, 2023 | |
| --- | --- | --- |
| Meeting Time: |  | |
| Meeting Location: | Virtual | |
| Meeting Type: | Challenge Advisor Meeting | |
| Student Team Members: *(check box if in attendance)* | * [Enter student name] * [Enter student name] * [Enter student name] * [Enter student name] * [Enter student name] | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* |  | |

**MEETING AGENDA**

1. [Enter meeting agenda item]
2. [Enter meeting agenda item]
3. [Enter meeting agenda item]
4. [Enter meeting agenda item]
5. [Enter meeting agenda item]

**MEETING NOTES**

| **Discussion Topic** | **Notes** |
| --- | --- |
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**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
|  |  | Sep 15, 2023 |
|  |  | Sep 15, 2023 |
|  |  | Sep 29, 2023 |
|  |  | Sep 29, 2023 |

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# **Monthly Meeting #4: AI Studio TA Meeting**

| **Meeting Date:** | Sep 27, 2023 | |
| --- | --- | --- |
| Meeting Time: |  | |
| Meeting Location: | Virtual | |
| Meeting Type: | AI Studio TA Meeting | |
| Student Team Members: *(check box if in attendance)* | * [Enter student name] * [Enter student name] * [Enter student name] * [Enter student name] * [Enter student name] | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* |  | |

**MEETING AGENDA**

1. [Enter meeting agenda item]
2. [Enter meeting agenda item]
3. [Enter meeting agenda item]
4. [Enter meeting agenda item]
5. [Enter meeting agenda item]

**MEETING NOTES**

| **Discussion Topic** | **Notes** |
| --- | --- |
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**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
|  |  | Sep 15, 2023 |
|  |  | Sep 15, 2023 |
|  |  | Sep 29, 2023 |
|  |  | Sep 29, 2023 |