**Meeting Report**

**Meeting Title:** Reviewing efficiency and reliability of the research strategy found  
**Date of Meeting:** 20 November 2024  
**Time of Meeting:** 10.30 a.m  
**Location:** Conducted over Zoom

**Chairperson:** Mahdi  
**Attendees:**

* Ms. Aspara - Manager
* Mahdi – Policy and protocol advisor

**Key Discussion Points and Decisions**

**Agenda**

1. We discussed for clarification of our goals and outcomes of the research .
2. We had an overview of qualitative and quantitative approaches we have got.
3. We came to an agreement on importance of having a mixed method strategy.
4. We had a discussion conflict on how important is role of interviews in gathering in depth insights.
5. We shared ideas on how to identify affiliated employees and companies for conducting interviews.
6. We discussed on what should we exactly look for during interviews and how to question about them to get answer.
7. We discussed about approaches toward designing and distributing strategies
8. We had a conversation on data collection and analysis methodologies.
9. We had checked available metrics for evaluating communication and collaboration tools.
10. We addressed challenges we are facing while integrating two methods.
11. We assured about expected outcome and compliance to legislation and industry.
12. We double checked how our findings will enhance protocol and answer organizational and user needs.
13. I asked for feedback from manager, and she also adjust my suggested timeline for the research.
14. I receive order on arranging interviews and surveys as soon as identifying our audiences.
15. We conclude our meeting and again I received an overall feedback of my taken steps till now.

**Meeting Outcomes**

1. Found a shared understanding of mixed-method research strategy to achieve our goal.
2. Established a plan to implement while performing qualitative interview.
3. Outlined quantitative survey and data process.
4. Identified best approach to learn recent industry trends and metrics.
5. Received a timeline for actions and outcomes.

This meeting report was reviewed and approved by:  
**Chairperson’s Name:** Mahdi  
**Signature:** Mahdi  
**Date:** 20/11/2024