**Project Meeting Minutes Part 1**

**Project Name:** TBD

**Date and Time of the meeting:** September 13th 11:00 AM to 1:00 PM

**Location of the meeting:** 1 Riverside Drive, Class - R1005

**Attendees:** Archit Navadiya, Dhrumil Patel, Bhumit Navadiya, Felix Daniel, Arbaaz Shaikh

**Group Formation**

While forming the group for the Capstone project, it is crucial to have people with expertise in the field required for the project to conclude successfully. The goal is to have each individual with different ability like technical skills, proficiency in presenting the outcome and assisting the group with good leadership skills. With these things kept in mind we came across each other and discovered that we shared a common interest with a problem-solving mindset and to apply all the knowledge we have and which we have gained through the lectures and labs to make a successful Capstone project which can have a real impact to the concerned individuals.

**Group Expectations**

Our group expectation is to have collectively outlined roles, responsibilities, and communication protocols to facilitate efficient teamwork. With agreed-upon deadlines, dedicated tasks, and an adaptable approach, we will be conducting meetings to discuss the milestones and exchange opinions of each team member. We will remain committed to upholding professionalism, resolving conflicts, and providing constructive feedback. Documentation will have been integral to our process, and regular progress reports will have kept you informed. These expectations will have served as our roadmap for a productive collaboration.

**Any additional Notes:** We are working and brainstorming the ideas and domain onto which we will be moving forward with for the project. Till now we have come across Healthcare and Sports as are main domains where we can implement the technological skills we carry.

**Next Meeting date and time:** September 20th 11:00 AM to 1:00 PM