**Project Meeting Minutes Template**

**Project Name: TBD**

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| **Date and Time** | **Location** | **Attendees** |
| September 27th 2023 | R1005 | Archit Navadiya (0815897) |
|  |  | Dhrumil Patel (0813662) |
|  |  | Bhumit Navadiya (0812548) |
|  |  | Arbaz Shaikh (0823127) |
|  |  | Felix Saji (0803791) |

**Agenda Items:**

In this meeting, we got a go-ahead from Chairperson Ruth for this project where we will be collecting data through surveys from students of all the IT courses in the college. Had to draft a mail with the scope of the project containing names and email-address of the coordinators of the courses.

Agenda Item 1

* Discussion:
  + The discussion in this meeting mainly targeted the roadmap for the project and collection of the data.
  + Discussion consisted of what type of questions need to be asked so that we are not hurting the sentiments of the students as well as of the college and can bring out the desired outcome of the project.
* Action item/task (assigned to each individual):
  + Think of the subjects which we can create survey questions on so that it covers various aspects of college experience.
  + Learn about the combined dashboard which will demonstrate collective information into 1 graphical.
  + Research about how to collect data anonymously while having data with unique ids and find if there are any more obstacles.

**Any additional Notes:**

**Next Meeting date and time:** October 4th, 2023