# Project Meeting Minutes

*The main purpose of the document is to capture all the work that has been done by the group and* ***not*** *to write down what was discussed in a single meeting. You should be meeting and/or working throughout the week*.

**Date of meeting(s)**: 23/01/2023 - 30/01/2023

**Group Number:** 8

**Group members present (Name, ID):**

* Sai Abhiram Gundala Parthasarathy , 0779155
* Brahma Teja Dasarraju Venkata, 0787625
* Pavan Kumar Morasa, 0783875
* Shweta Sharma , 0795669
* Yamini Bhupendrakumar Prajapati , 0793972

**Specific Activities that were completed/worked on:**

* **List brief description of activities carried out by group members.**
* Had a meeting with the stakeholder (Dan Circelli) to know more about the project and it’s expected outcomes.
* We researched about various domain metrics related to broadband services.
* We learnt about the various factors like Latency, Data Quality and Data Consumption which play vital role in the project.
* We researched various datasets available online related to Internet and its services as secondary source.
* We executed basic T-SQL queries to understand the data better.

**Specific Output from work:**

* We developed Project Proposal
* We created GIT HUB repository.
* We found secondary source of data which can be used as backup.

**On Target:**

* Indicate the current status of your project:
  + green: everything on track for completion by due date

**Challenges/Disagreements:**

* **List any challenges identified/discussed and possible solutions.**
  + **include tasks causing a yellow or red flag for your project.**
* Understanding about safe secure location, as mentioned by the stakeholder.
* Obtaining data.

**Planned Activities for coming week:**

* **List brief description of activities by group member**
* **Make sure tasks are assigned to address yellow and red flag items.**
* Obtaining data from stakeholder.
* Developing a project charter.

**Brief description of activities by group member**

* **Pavan Kumar Morasa -** Researching about latency and its metrics.
* **Yamini –** Supporting in Development of project charter.
* **Brahma Teja –** Researching about data quality and its metrics.
* **Sai Abhiram –** Finding backup data sets online and study on data consumption.
* **Shweta Sharma** – study on techniques for visual and geographical analysis using Tableau.