

Team Meeting Notes - Group 7

Team Members: Anish Bijusoman, Ivana Sundararao, Qingrong Tan, Reem Hussein

Communication Channel: WhatsApp

Date: November 3, 2025 (Virtual)

Attendance: Everyone

Description:

- Created WhatsApp group for communication and document sharing.
- Shared the professor's instructions and clarifications regarding the project.

To Do:

- Review project requirements individually.
- Prepare initial plan for data loading and analysis.

Date: November 10, 2025 (In Person)

Attendance: Everyone

Description:

- Met with professor to clarify expectations for the final presentation: 5 minutes, no slides, present code, answer questions.
- Assigned responsibilities:
 - Qingrong: Introduction, Insight 1, data loading
 - Reem: Data cleanup, Insight 2
 - Anish: Insight 3
 - Ivana: Insight 4
 - All: Conclusion

To Do:

- Continue reviewing the csv to start implementing code for individual insights.

Date: November 17, 2025 (Virtual)

Attendance: Everyone

Description:

- Reviewed initial code progress for each insight.
- Discussed approach for weighted ratings, top/bottom specialties, and keyword extraction.
- Identified missing steps in location ratings data cleanup.

To Do:

- Complete Insight 2 and 3.
- Ivana to start coding Insight 4.
 - Team to draft initial Description of findings.

Date: November 24, 2025 (Virtual)

Attendance: Everyone

Description:

- Reviewed Insight 1, 2, and 3 code outputs.
- Confirmed weighting calculations and correlation analysis.
- Shared preliminary keyword results for positive/negative reviews.

To Do:

- Finish coding Insight 4, including location ratings.
- All to review outputs and check for consistency.

Dates: November 30-Presentation Day (Virtual)

Attendance: Everyone

Description:

- Fixed issues in code for Insight 4 bar plots and Description tables.
- Reem finalized data cleanup and Insight 2 correlations.

- Anish completed Insight 3 calculations and plots.
- Ivana finished Insight 4 location analysis and visualization.
- Qingrong ensured data loading, Insight 1, and introduction sections were working correctly.
- Integrated all insights and code and finalized conclusions.

To Do:

- Review all code and make any necessary changes
- Prepare for the presentation.