# Group 11 Workspace

# Deadline

Date of submission: 27 June 2023.

## Tasks

Week #1:

1. Organize Group 11 by setting up communication channels.
2. Conduct a first team meeting and decide on a plan of action/approach to the project.
3. Divide tasks among team members.
4. Execute tasks and meet again on June 19, 2023.

Week #2:

1. Try answering other questions that were not part of the task and meet with the team to discuss answers on June 21, 2023.
2. Clarify and agree on the answers for Questions 1 to 5 and Bonus Question.
3. Divide tasks regarding the presentation and written report.
4. Execute tasks and meet on June 26, 2023.
5. Final practice and report review on June 27, 2023.
6. Submit all the requirements for the Group project in the Thinkific platform on June 27, 2023.

## Plan

| **Task** | **Who is responsible** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| Setup Group DM in Discord | Jo - Group Lead | 6/13/2023 | Completed |
| Conduct meeting and divide tasks among members | Jo | 6/14/2023 | Completed |
| Answer question 1 and present to team | Casey | 6/19/2023 | Completed |
| Answer question 2 and present to team | Jay R | 6/19/2023 | Completed |
| Answer question 3 and present to team | Loida | 6/19/2023 | Completed |
| Answer question 4 and present to team | Lawrence | 6/19/2023 | Completed |
| Answer question 5 and present to team | Gil | 6/19/2023 | Completed |
| Answer bonus question and present to team | Jo | 6/19/2023 | Completed |
| Try answering other questions that were not part of the task and meet with the team to discuss answers | Jo, Loida, Casey, Gil, Lawrence, Jay R | 6/21/2023 | Completed |
| Discuss bonus question further | Jo, Loida, Casey, Gil, Lawrence, Jay R | 6/22/2023 | Completed |
| Submit the presentation to team | Casey and Jay R | 6/25/2023 | Completed |
| Practice the presentation | Gil and Loida | 6/26/2023 | Completed |
| Consolidate the report | Jo and Lawrence | 6/26/2023 | Completed |
| Submit all requirements to Thinkific platform | Jo, Loida, Casey, Gil, Lawrence, Jay R | 6/27/2023 | Completed |
| Celebrate and congratulate the team | Jo, Loida, Casey, Gil, Lawrence, Jay R | 6/27/2023 | Completed |

## 

## Notes

### Getting to know the team

Date: June 13, 2023

Attendance: Jo, Casey, Gil, Lawrence, Jay R, Loida

What we discussed: Getting acquainted with the team members, discussed briefly some plans on how to approach the project. Agreed to assign tasks according to the number of questions.

Next steps: Study the dataset first and meet again on June 14 7pm to decide on how to divide the tasks.

### Meeting #1

Date: June 14, 2023

Attendance: Jo,Gil, Lawrence, Jay R, Loida

What we discussed: Decided on per question assignment on task. Agreed to try answering all questions and see if others can give feedback also.

Next steps: Try answering all the questions but prioritize your task and present to the team at the next meeting on June 19 7pm.

### Meeting #2

Date: June 19, 2023

Attendance: Jo, Gil, Lawrence, Jay R, Loida, Casey

What we discussed: Everyone presented answers to each question and gave advice to others.

Next steps: Try answering the other questions that were not part of the task. Review answers and give feedback to the team on June 21 7pm.

### Meeting #3

Date: June 21, 2023

Attendance: Jo, Gil, Lawrence, Jay R, Loida, Casey

What we discussed: Reviewed and discussed answers on other questions and the bonus question. Agreed on the answers for Questions 1-5 but not yet for the bonus question. To discuss further on June 22 7pm.

We agreed on the following,

Presenters: Gil and Loida

Presentation: Casey and Jay R

Report: Jo and Lawrence

### Meeting #3

Date: June 22, 2023

Attendance: Jo, Jay R, Loida, Casey, Lawrence, Gil

What we discussed: Clarified all answers for Q1 to Q5 and Bonus Question. Agreed on the deadline of powerpoint presentation on June 25. Next meeting is on June 26 7pm for practice presentation and discussion on the written report.

### Meeting #4

Date: June 26, 2023

Attendance: Jo, Jay R, Loida, Casey, Lawrence, Gil

What we discussed: Discussed insights, recommendation, and marketing strategies to be included in the presentation and written report. Next meeting is on June 27 7pm for final practice presentation and review of the written report.

### Meeting #5

Date: June 27, 2023

Attendance: Jo, Jay R, Loida, Casey, Lawrence, Gil

What we discussed: Final practice presentation and review of the written report.