# 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): **27-Jan-2023 (week 3)**

Group Number: **Group 11 ( Section 4 )**

Group members present (Name, ID):

* Deep Johal - 0787880
* Mahesh Bhanudas Gujarathi - 0791269
* Rugveda Rajendra Shirgaonkar - 0780896
* Kavya Vijay - 0789148
* Julie Kunnuvila Thomas - 0792998

Specific Activities that were completed/worked on:

|  |  |
| --- | --- |
| **Activity** | **Activity Owner** |
| Project idea research | Team |
| We discussed about the project with the professor and went through different projects that we could work on internal and external | Team |

Specific Output from work:

* Finalized the project topic and decided to move forward with the external project with mecp – Analysis of long-term care in senior house living

On Target:

* Indicate the current status of your project:
  + \_\_\_\_\_ green: everything on track for completion by due date
  + \_\_\_\_\_ yellow: a small number of tasks are off track and completion by due date is at risk
  + \_\_\_\_\_ red: many tasks are off track and project will not be completed by due date

Challenges/Disagreements:

* **It was challenging to find a suitable and relevant project topic which we all could contribute and work on**

Planned Activities for coming week:

* **Planned to fix one more meeting with the company to get more clarity of the project – Team.**
* **Work on business proposal document – Team.**
* **Tasks division,**
  + **Julie, Kavya, Mahesh, Rughveda, Deep**
    - understand the challenges and opportunities for improvement.
    - Look for possible open-source dataset.
    - Describe business problem in whole and discuss the statement with Team.