# Project Meeting Minutes

Date of meeting(s): 0**3-Feb-2023 (week 4)**

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** |
| Conducted meeting with the external company. | Team |
| Understood their requirements and started looking for suitable dataset for the project | Team |
| Discussed and developed the business problem | Team |

Specific Output from work:

* Documented the business problem.
* Our analysis will be based on the current situations in senior housing in Canada and understand the challenges and look for opportunities for improvement.

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 dataset to work on.**
* **Our first meeting with Project owner was not clear enough. He suggested various scopes to work on.**
* **After our meeting with project coordinator, we have finalized the scope of Project to research and perform analysis to suggest the government how many and why long term care is required.**

Planned Activities for coming week:

* **Being this the initial phase of project, task for find appropriate dataset is assigned to all.**
* **Team will look for suitable dataset and discuss the possible datasets required to completed the study.**