**Weekly Agenda’s**

**WEEK-1**

* Introduction to the Capstone Project by the professor.
* Overview of project expectations, assessment structure, and deliverables.
* Explanation of group formation.

**WEEK-2**

* Finalization of groups.
* Assignment of project supervisors (professors) to each group.

**WEEK-3**

**Discussion**

* Brief discussion on selecting a project topic and identifying potential areas of interest.
* Discussion and feedback from professor on the previous assignment.
* Start drafting key updates for the progress report based on discussions.
* Next assignment (Progress Report).
* All project updates must be posted in Microsoft Teams instead of Git.

**Task**

* Find companies for the project.
* Draft an initial set of questions for the questionnaire.
* Refine the questionnaire, ensuring it aligns with project objectives.
* Review and finalize the questionnaire.
* Team discussion to validate the questionnaire before reaching out to companies.

**WEEK-4**

Discussion

* Finalized the set of questions for the interview.
* Found a company willing to participate in the interview.
* Sent a formal request email to the company, including the questionnaire.
* Continued working on the Progress Report assignment.

Tasks

* Finalize the interview questions based on team feedback and alignment with project objectives.
* Email the selected company with the finalized questionnaire and request for an interview.
* Continue drafting the Progress Report assignment.

**WEEK-5**

Discussion

* Discussed the distribution of responsibilities—who is doing what task with professor.
* Created a weekly agenda document and uploaded it to Microsoft Teams Before used to save on chat in team group.
* Reviewed the current progress of the project and identified next steps.
* Briefly discussed the next upcoming assignment (Draft Report) and initial planning.

Tasks

* Prepare and upload the weekly agenda as a Word document on Teams.
* Follow up with the company regarding their interview response and plan the next steps accordingly.
* Begin reviewing the next assignment and outline an action plan.
* Ensure all project updates are consistently posted in Microsoft Teams.