

Group 16 Workspace

Deadline

Date of submission: 27 June 2023.

Tasks

Here you should make a list of the most important tasks you set for week #1. For example, it can look like this:

1. Conduct a first team meeting and choose a framework.
2. Divide tasks among team members.
3. Huddle session for the initial draft of work.
4. Finalization of presentation

Plan

Fill in the table below according to your tasks, their owners, deadline and status. Refer to the example in the table.

Task	Who is responsible	Deadline	Status
Conduct a meeting and discuss the approach	Mark — Group Lead	June 13	Completed ▾
Clean the data	Everyone	June 15	Completed ▾
Present each individual work and perspective in answering all the questions.	Everyone	June 17	Completed ▾
Finalizing Question 3	Capada, Jelen & Pinlac, Exequiel	June 23	Completed ▾
Finalizing Q.5 and Bonus Question	Limpiada, Ron Jovi & Violago, Ronald Dexter	June 23	Completed ▾
PowerPoint Slide, Documents to hand in.	Mark Mariscotes	June 24	Completed ▾
Finalizing presentation	Everyone	June 25	Completed ▾
Video Presentation of each member	Everyone	June 27	Completed ▾

Notes

During your team meetings or chat discussions, you might think of some useful ideas that you don't want to forget. Write them down here to return to them later..

Meeting #1

Date: June 13

Attendees: Everyone

Next steps: Present each individual work on an approach in answering all the questions.

Meeting #2

Date: June 17

Attendees: Everyone

What we discussed: We present the data and our understanding on the questions.

Next steps: Review and finalized the answer on 3, 5 & bonus questions.

Meeting #3

Date: June 21

Attendees: Everyone

What we discussed: Review and comments of the final presentation.

Meeting #4

Date: June 25

Attendees: Everyone

What we discussed: Feedback and polishing the presentation.