

Project Meeting Minutes – Part 1

Project Name: TBD

Date & Time: September 9, 2025 — 9:00 AM

Location: Classroom R1001, St. Clair College, One Riverside Drive

Meeting Type: In-Person

Attendees

Name	Student ID	Role
Manjunath Muthineni	0878795	Team Leader & Data Integration Lead
Neha	0873038	Finance SME
Abhishekh Choudhary	0873460	Data Cleaning Lead
Krishna Chaitanya Venuturumilli	0874277	Visualization & Analytics Lead
Rajesh Thota (Absent - Informed)	0873782	Documentation Lead

Agenda Item 1: Group Formation

Discussion:

- Members formally introduced themselves.
- WhatsApp selected as the primary communication method.
- WhatsApp group created to support collaboration.

Action Items:

Task	Assigned To
Create and manage WhatsApp group	Manjunath
Share contact details and confirm availability	All members

Agenda Item 2: Group Expectations

Discussion:

- Members agreed to explore potential problem areas relevant to their fields.
- Each member will bring at least one topic or problem statement to the next meeting.
- Articles or findings should be shared in the WhatsApp group.

Action Items:

Task	Assigned To
Identify and prepare one potential project idea	All members
Share current industry-related articles	All members

Agenda Item 3: Project Topic Exploration

Discussion:

- Project topic has not been finalized yet.
- Members will review emerging trends and challenges in chosen fields.
- Agenda for next meeting will focus on synthesizing proposed ideas.

Action Items:

Task	Assigned To
Review 2–3 articles in chosen interest area	All members
Share findings before the next meeting	All members

Additional Notes

- Members must remain active on the WhatsApp group.
- Topic will be finalized after reviewing proposed ideas.
- Team agreed to maintain respectful and collaborative communication.

Next Meeting

Date & Time: September 15, 2025 — 11:00 AM

Agenda: Topic review, article discussion, and project idea consolidation.