

## 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
<b>Manjunath Muthineni</b>	0878795	Team Leader & Data Integration Lead
<b>Neha</b>	0873038	Finance SME
<b>Abhishek Choudhary</b>	0873460	Data Cleaning Lead
<b>Krishna Chaitanya Venuturumilli</b>	0874277	Visualization & Analytics Lead
<b>Rajesh Thota (Absent - Informed)</b>	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
<b>Create and manage WhatsApp group</b>	Manjunath
<b>Share contact details and confirm availability</b>	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
<b>Identify and prepare one potential project idea</b>	All members
<b>Share current industry-related articles</b>	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
<b>Review 2–3 articles in chosen interest area</b>	All members
<b>Share findings before the next meeting</b>	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.