# Group Workspace Template

## Why you need to fill in this template

This group space is here to help you manage the project. Within this workspace, it may be easier to keep track of all your tasks and set clear deadlines. Feel free to transform the document if you believe it would better reflect your way of working on the project.

| ⚡️ It is mandatory for you to submit this document at the end of the project, so make sure you make notes here regularly. |
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GroupLead is responsible for filling in the workspace. Though, every team member should contribute to it while working on the project.

## Deadline

Date of submission: Dec 5, 2022.

## 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. …

## 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 divide the tasks | Genevieve Gonzales | 11.17.2022 | Completed |
| Clean the data | All | 11.17.2022 | Completed |
| Calculate the processing time in which invoices are settled | Martinez, Neil Angelo | 11.20.2022 | Completed |
| Processing time for company to settle disputes | Vidad, Onofre | 11.20.2022 | Completed |
| Percentage disputes received by the company | Glorioso, Kristian Elihu | 11.20.2022 | Completed |
| Percentage of revenue lost from disputes | Galarce, Eddie Jr | 11.20.2022 | Completed |
| Country where the company reached the highest losses from lost disputes | Genevieve Gonzales | 11.20.2022 | Completed |
| Making Visuals (power point) | Martinez, Neil Angelo | 11.27.2022 | Completed |
| Submission of photo wearing formal attire | All | 11.27.2022 | Completed |
| Video making via Zoom | Genevieve Gonzales | 12.1.2022 | 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. See an example below.

### Meeting #1

Date: 11/17/22 (10:30am)

Who attended the meeting:

GROUP LEAD: Genevieve Gonzales

Members: 1. Vidad, Onofre

1. Martinez, Neil Angelo
2. Galarce, Eddie Jr

What we discussed:

* Discuss Group Workspace (Distribution of Task(Data Analyst Goals),
* Brainstorming (Finalized the Data Set to be used as a group)
* Action Plan (Identify problems, goals based on business objective, SQL syntax, analyze through excel, visualize, insights)
* Needed skills for presentation (video making includes photo and audio editing)
* Submit picture wearing formal attire for video introduction

Next steps: Discuss the answers on next meeting

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### Meeting #2

Date: 11/20/22 (6pm)

Who attended the meeting:

GROUP LEAD: Genevieve Gonzales

Members: 1. Vidad, Onofre

1. Glorioso, Kristian Elihu
2. Martinez, Neil Angelo
3. Galarce, Eddie Jr

What we discussed:

Agenda:

* Discuss the answer for distributed task per member
* Make a Dashboard for each members’ answers.

Next steps: Finalize Answers after live sessions

### Meeting #3

Date: 11/27/22 (7:00pm)

Who attended the meeting:

GROUP LEAD: Genevieve Gonzales

Members: 1. Vidad, Onofre

1. Glorioso, Kristian Elihu
2. Martinez, Neil Angelo
3. Galarce, Eddie Jr

What we discussed:

Agenda:

* Finalize Presentation (visuals (power point), video (zoom))
* Files to submit in Thinkific (code (word), dashboard (excel), presentation (powerpoint), workspace (link)
* Submission of picture w/ formal attire for introduction
* Discuss assessment criteria, project presentation

Next steps:Submission of Project