**TEAM MEETING MINUTES**

TEAM NAME: NIGHT HAWK

LOCATION: MS Teams

PROJECT - #2407

TIME: 7PM-7:30PM

DATE: Monday, 1sth April 2024

ATTENDEES: Dennis Kurian, Hetal Parmar, Prateek Kalshan,

Advisor: Paige Wearing.

**Pre-Meeting discussions**

All three members discussed the parts of the project that they are supposed to do and how the works should be distributed and what is the development done.

**INTRODUCTION**

The meeting starts with an introduction of the members to the advisor Paige Wearing where we talked about an overview of the project and the development which has been done.

**Agenda and weekly meetings**

In the meeting the advisor gave valuable advice on the Weekly meetings and the procedures to be completed before each meeting for 6 minutes.

* The advisor reminded us about the submission of the agenda at least 24 hours prior to the meeting
* The key points to be included and the structure of the minutes.

**Overview**

* **Overview of the project:**

Dennis gave an **overview of the project** and about the team's understanding of the project for 3 minutes.

* **Data Acquisition:** 
  + Prateek mentioned the **work done in the field of Data Acquisition** as part of the planning and the project which includes -
    - Studies have been done on the layers provided by the FBCC Committee.
    - Fake data collection
  + Dennis mentioned how he started collecting trail data using map Avanza Application and queries related to the data.
    - How few roads in the study area have ‘Trail’ word in it.
  + Other developments which include Template related to Field map application.

**About project**

The team questioned the issues and doubts related to proposal Part B =

**Dennis** asked about Methodology and Risk Assessment – What are the risks or what type of risks can occur or what can go wrong and how will it be adjusted.

**Hetal** wanted clarification on the understanding of the topic ‘Abstract’

**Prateek** questioned the items of Part A which needs to be updated. Along with this, he asked what changes have taken place in the Evaluation sheet - a sheet available in D2L and which had to be considered by the team while creating or recording the presentation video.

He also asked about the Graphics which need to be there in the presentation.

**Paige** gave some valuable questions which the team can ask the client.

**Advisors' suggestions**

* Data Aquisition is the most important thing to be done in this semester.
* Suggested what to prioritize that is having idea of everything is important.
* Break is important but try to work in the break as well.
* Next meeting after semester break will be 45 minutes meeting.
* **Methodology:** Team should have clear methodology in their mind.
* Suggestions for Client meetings.
* ***About Proposal Part A: No*** need to change anything as it won't be marked in Part B but for the final Proposal changes should be made.
* **About Proposal Part B:** Font size and font style should be same.
* **Some insights about video Presentation:** What things to take into consideration to complete the presentation on time.
* **Future Tasks:** About the future tasks that we must accomplish, and the assessments based on that.

**Key Points**

* Understood that the Key things include **data analysis**, mapping and collecting as much as information as we can.
* **Play** with data.
* Have the clear **methodology** in mind.
* Look at some of the **similar previous projects**.
* Try to stick to the **rules** mentioned in the Team Charter.

**Actions**

* Went to the **trail** to collect some **data**.
* Started understanding and working on the **feature layers given by the FBCC – Fleming Bird Conservation Committee**.
* Clear the confusion the team had after meeting client.
* Worked on Proposal part B
* Made required changes in Proposal Part A.
* Started working on video presentation.