**TEAM MEETING MINUTES**

TEAM NAME: NIGHT HAWK

LOCATION: MS Teams

PROJECT - #2407

TIME: 4PM-4:45PM

DATE: Wednesday, 9th May 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 made.

**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:**

Prateek gave an **overview of the project** for 3 minutes.

* **About Meetings:**

Prateek talked about the team's last meeting with the advisor and what was being discussed in the meeting for 8 minutes.

Prateek discussed about the 1st meeting with the client for 7 minutes.

Hetal discussed the 1st meeting with the client for 5 minutes.

**About project**

The team showed the progress done within past few days including individual part -

**Dennis** demonstrated the python codes in AGOL notebook used for fetching data and the output he obtained in the form of csv. Along with that he showed the xls form for the Kobo ToolBox and showed the fields for that, although it was incomplete for ~10 minutes.

**Prateek** talked about the data collection that was being collected by the whole team and importing the data into ArcGIS Pro. As the team is thinking to work on both the positive and negative sides of analysis. He showed his works how some data has been collected and some data has been taken which was already there to use it in suitability analysis for ~10 minutes

**Hetal** talked about the risk analysis part which considers the negative parameters and talked about noise data collected for campus. Showed ArcGIS workspace showing FBCC provide Feature layers. And lastly mentioned the next step in spatial analysis workflow and duration needed to complete it ~10 minutes.

**Questions and queries**

The team then asked few questions -

* Dennis about noise and data which should be used as a parameter in the Risk analysis. He asked about a suitable time to collect the data ~ 6 minutes.
* Prateek questioned whether the Ken Reid Conservation should be included in the campus or not as it is a conservation area and has some nesting and breeding sites, but it may be out of the campus ~ 8 minutes.
* Hetal asked if we can we use the open-source data for noise or should we consider the guaranteed and uh Canadian certified data or we should like to look for a particular data regarding the campus? ~ 5 minutes.

**Advisors' suggestions**

* Contact Conservation Authority if you need any data.
* Suggested what to prioritize that is having idea of everything is important.
* The team can use any open-source data, you just need to state where the team is getting data from.
* Data should be more and more taken from open source so that everybody can use it.
* **Methodology:** Team should have clear methodology in their mind.
* Suggestions for Client meetings.
* **Future Tasks:** About the future tasks that we must accomplish, and the assessments based on that.

**Key Points**

* Try to use open-source data as much as possible so that everyone can use it.
* 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**

* The team went to collect some **data** related to nested and breeding sites.
* Started understanding and working on the **feature layers given by the FBCC – Fleming Bird Conservation Committee**.
* Complete the code to demonstrate the live web map
* Complete the kobo ToolBox form
* Worked on Suitability Analysis.
* Completed AHP part and Excel sheet creation for Risk analysis