

# Final Sponsor Meeting

## Meeting Minutes 5/6

**Date:** 5/6

**Group Name:** Mind Over Matter

**Start Time:** 11:32am

**End Time:** 12:02pm

**Attendees:** Stephanie, Kevin, Gaby, Isabella, Dalton, Megan

**Absent:** N/A

**Topic:** Presentation of Roadmap and Dashboard

### **Pre-meeting Materials for Review:**

- Project Roadmap (Google Docs or Print version)

### **Agenda:**

Present and Review Dashboard

Present and Review Roadmap

Closing Down

- Work Feedback

- Communication Feedback

- Things that could be done better

### **Description of Activities:**

Dalton went through general dashboard - word cloud on basic common words, the positive and negative scale, the different topics made

Pivot table shown - ability to switch between different switches

- able to look at the comments is really nice
- good for the marketing aspect of this
  - his pov, how things are set up - traffic seems to be interesting
  - convenience as well, what are in our control, what is out of control

comments on how users may dissect a question - make sure their results are an Accurate showing of their opinion

- example of how many people use the track

Will be useful for the end of the year report that they use

- helpful for qualitative portion - for pulling comments in report

Roadmap Overview

- research on the various topics

each person discussed their part to megan and

- Megan expressed concern with privacy issue with wifi network counting
- They are installing cameras so that project is very viable now

Feedback:

What could be done better?

- Other than the slight discord in communication, Megan was very happy with our work
  - very excited to have the roadmap to pass on to future groups
  - the versatility of the dashboard

Communication Feedback

- what could have been done to circumvent the communication
  - had the team established a more rigorous plan to communicate and set up meetings, would have gone more smooth
  - possible different ways to communicate, not just one person's email might be good for the team to have

Does the deliverables seem adequate for moving forward?

- very excited to see the potential ways the cameras can be used, excited to hit the ground running with the following groups

**Action Items:**

<b>What</b>	<b>Who</b>	<b>By When</b>
Email Dashboard and Customer Acceptance Form	Stephanie	5/6
Fill out Customer Acceptance Form	Megan	5/6

**Unresolved Issues:**

No issues to date