

Kick-Off Meeting

2/14

Project Name: Mind Over Matter

Meeting Objective: Get the project off to an effective start by introducing key stakeholders, reviewing project goals, and discussing future plans

Agenda:

- Introductions of attendees
- Project Guidelines
- Expectations
 - Communication (communication plan)
 - Scope
- Discussion of project specifics (share guidelines)
 - Management Documents and Website (charter, scope statement, etc.)
 - Discussion of project scope, time, and cost goals (is applicable)
 - Scope discussion
- Project ideas and plan
- List of action items from meeting

Action Item	Assigned To	Due Date
Send Data	Megan	2/25
Research Power BI	Dalton	2/20

Date and time of next meeting: 3/22

Defining the project

- Mentioning power BI

Possible that their IT guy will be in contact with the team moving forward

- Possibly worked with prior groups
- may be some follow up questions - emailing him

Third or fourth management team on this project

- first one started using Power BI, seemed like it did not work with the other groups

What is Recsports looking for?

- Show what parts of mcomas are busy, and when
 - Do we want real time data?
- Love to go on the website and know when it is busy
- Ultimate goal:
 - have something on a website to show capacity
 - Be able to capture and present this data to others

- swiping in can help keep capacity numbers accurate

Megan: we track that data, and not sure how much we are able to show

Work already been done on the Power BI side

Megan calls Shelly:

- They track in a headcount and put it into a spreadsheet, every hour on the 30s?
- Took that data and put it into the Power BI software into a mock mcomas layout
- We still collect those headcounts since

Shelly:

- Not having the swipe out data
- We take a survey about the average time in the system, more behavioral data
- These are dated*
- Average is about an hour in the facilities

Moving Forward

- Megan is interested in this project, but is willing to look at it in a different way
- The heat mapping is easily observable, but it is not a be-all-end-all
- What they really want to know are what areas are busy and at what time
- Plan for the future: war is being renovated, so when that happens, knowledge of what is going on in mcomas will be more important

Ronnie: marketing manager, and Andrew could appear as contacts as well

Isabella : do we want population demographic data or more of a headcount?

- Shelly: we want more of a headcount, we know
- How much should we need to pay attention to maintenance and cleaning products

Gaby brings up can you count based on wifi usage?

- Megan is interested in this, and wants to follow up with Andrew about that
- It would still be a rough headcount, since people not choosing to connect
- Isabella - could fuse that data with the historical data
- Shelly informs that the historical and current data are in google docs
 - And the information from the previous groups

Goals

- Have a way of a visual representation of headcounts in the gym*** reach goal
- One day we can show other people, so we can show how busy we are in real time
 - Are there any gyms that do this already?
 - Georgia tech: uses apps and sensors on the equipment
 - We don't need the exact equipment data, just about the different parts of the facility (weight room, track, basketball courts)

Brainstorming

- Tableau - theres a student version of this
- We can transfer ownership to virginia tech, but it might be difficult to maintain after it to transfer to another client
 - Dalton and Isabella have worked in tableau before, could be a good data visualization tool

No cameras in each room yet*.

- Busiest times are about 4 pm to 9 pm
- We want an entire semester's worth of swipe data
- Isabella mentioned about fluctuations in capacity, being higher in the first few weeks

Scheduling for upcoming weeks

- Megan: Available Thursday after 3, and Friday
- Next meeting should be in two weeks, and was agreed to be on Friday
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Goal for next few weeks

- Looking at the data
 - Come up with strong short and long term goals for deliverables
- Other ideas on how to
 - Represent given data
 - Reach more accurate conclusions so that users can make the best decisions
 - Through different variables to take into account for mapping the data

Documents discussed to be given:

- Historical and current headcount data (google document)
- Power BI information from past groups