

Meeting Minutes 4/19

Date: 4/19

Group Name: Mind Over Matter

Start Time: 11:15

End Time: 11:46

Attendees: Dalton, Stephanie, Kevin

Absent: Gaby, Isabella

Topic:

- URL
- Show Progress on Dashboard
 - Gather Feedback from Megan(suggestions)

Pre-meeting Materials for Review:

- Dashboard viewing from last meeting

Agenda:

- Url of website to be given to megan
- Show Dashboard, if there are any improvements or other things we should keep in mind
 - topics of facilities, traffic, equipment, and convenience
- talking about

Description of Activities:

Megan mentioned she has not been given the url for the website - sent to her immediately

- adds that she enjoys the ability to toggle between the different reports
- was very onboard with the way we want to take the roadmap

Talking about going in depth about different ways to get to the end goal of heatmapping MCComas as the main goal of the roadmap

- ideas on all of this will help, so that the other groups can jump in with what Megan wants and how comfortable they are with the subject

the team explained the dashboard and sentiment analysis work that has been done up to this point.

- **mentioned giving Megan a guide so that it can be easy recreated for other surveys

want to have multiple angles of functionality

- to ensure we work with every possible use case now and in the future

closing down meeting she wants to bring her boss

- again, the guide will help but we want to have a solid meeting about this to ensure the department can use this

Action Items: (What needs to be done next – determine who will do it and when they expect it to be done.)

What	Who	By When
Send URL	Stephanie	During Meeting
Research on specific topic -- roadmap	Isabella, Gaby, Stephanie, Kevin	4/24

Unresolved Issues:

- research still needs to be done before we move forward with entire roadmap