

Meeting Minutes 3/6

Date: 3/6/19

Group Name: Mind Over Matter

Start Time: 12:30

End Time: 2:20

Attendees: Gaby, Isabella, Dalton, Kevin

Absent: Stephanie

Topic:

Introduction

Team Roles and Expectations

Tableau VS Power BI

Any Forms we need to Complete

Pre-meeting Materials for Review:

All Documents are Available On Project Management Google Drive

- Deliverables_Swipe_Data
- UsageByHourAndDayReport & Fall2018 Usage By Hour and Day Report

Agenda:

Discuss Data we have –

Is there anything missing in what we have?

- swipe out data
- data is not conclusive to number of people swiping in, due to people going in twice a day

Questions to pose to recsports

- do the deliverables we discussed seem to be useful to them

Tableau vs Power BI

Possible deliverables

- act like we are consultants to recsports and the student body of VT

- therefore our deliverables need to aid both of them
 - data visualization - the tool itself and how to mess with the outputs depending on data
 - roadmap for future projects with recsports
 - documentation for exactly what would be needed to put this all together
 - survey and survey data?
 - research on possible better ways to maintain efficiency through recsports
 - it is important that they are organized and know what the problem is as well, so that they can understand the solutions and how to apply them

What conclusions can we come up with

- probably should not mess with swipe out data

Ideas for better data collection

- survey data,
- possibly QR code posted on flyers and posting these around on campus and in mcomas
- something that improves efficiency and can be updated easily

Tableau vs power BI

- will do research on tableau vs power BI and how to put them both up on a live site

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
Reformat Kickoff Meeting Minutes	Kevin	3/8
Research what data visualization software to use	Dalton	3/15
Meet with Deane - Scope Statement	Kevin	3/15
Meet with someone from Rec Sports to discuss Scope Statement	Kevin	3/15

Unresolved Issues:

- communicating with sponsor seems to be hard, seems like response time is not what we wanted.