

# Meeting Minutes 3/22

**Date:** 3/22/2019

**Group Name:** Mind Over Matter

**Start Time:** 10:30am

**End Time:** 11:00am

**Attendees:** Megan Hughes (sponsor), Stephanie, Gaby, Kevin, and Dalton

**Absent:** Isabella

**Topic:** Clarify scope with sponsor, as well as deliverables and plans moving forward.

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

- Scope statement

## **Agenda:**

- Clarify scope
- Determine who this project is ultimately for
- Deliver ideas and concerns

## **Description of Activities:**

- Long term goal
  - Have real time data (traffics times) with data visualization
- Short term goal
  - Provide proper foundation/roadmap for future projects to have in order to reach the long term goal
- Who we are doing this for
  - Students who go to the gym regularly and those who don't.
  - Staff members to have a better understanding as to what they are trying to do (visual aids) and to be able to show to upper management.
- Surveys
  - Sports Rec receives customer satisfaction scores through surveys that they send to everyone who has gone to the gym that semester.
    - Ask about different facilities, programs, and group exercises
    - Basic demographics
    - How long they spent at the gym
    - Survey fatigue - they don't send too many surveys and only one a semester for facilities
    - They reach out to non-users as well as to why they don't come (intimidation, parking, etc.)

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

<b>What</b>	<b>Who</b>	<b>By When</b>
Communication Plan	Gabby	3/29
Set up recurring meetings w/Sponsor	Everyone	3/29
Data Visualization plan	Kevin/Dalton	3/29

**Unresolved Issues:** N/A