

**MEETING MINUTES #3– INTERNAL**

**Date/Time  
Venue  
Meeting with  
Attendees**

12th January 2017  
Aayush’s House  
Internal  
Akshita Dhandhania, Aayush Garg, Prekshaa Uppin

**Agenda**

1. Discuss findings from research
2. Discuss structure of survey

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| Point made by | Notes | Follow – up Action | | |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| All | 1. We had some basic idea of what we could do and the possible direction of our project. However, we did not have the employee data and the most recent email exchange data. Hence we needed to immediately 2. The survey should be able to get a basic idea of 3 of the 5 different aspects of ONA as requested by the client. 3. The survey needs to be able to attain certain employee demographics, such as department, geographical location, number of years worked in the company etc. 4. We added some of our questions that we thought would be useful to the sample survey provided to us by the client. | Request client to provide email data API | Prekshaa | 12th January 2017 |
| Go through prepared questions with client and supervisor | All | Next scheduled meetings respectively (for supervisor and sponsor) |

*Meeting minutes prepared by Prekshaa Uppin*

*Minutes has been vetted by Akshita Dhandhania, Prekshaa Uppin.*