

**MEETING MINUTES #5– SPONSOR**

**Date/Time
Venue
Meeting with
Attendees**

9th March 2017, 02:30PM
Phone call
Ridwan Ismeer
Aayush Garg, Prekshaa Uppin, Akshita Dhandhania

**Agenda**

1. Changes to be made for the survey

|  |  |  |
| --- | --- | --- |
| Point made by | Notes | Follow – up Action |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| Ridwan | 1. Rephrase the questions for each network. Make it more specific and direct.
2. Define the duration (time-frame) for which each question applies to
3. Change question 4 in network to allow respondents to rate their communication level on a fixed scale rather than allowing them to provide the number of day
4. Structure of survey
 | Change question 4 | Aayush, Akshita | 9th March 2017 |
| Ridwan | 1. Remove question for ‘Strategic network’ as it seems overlapping
2. Removing redundant questions that ask respondent’s location and department
3. Update employee list to include recent hiring process and employees who recently left the company.
4. Improve instructions to respondents on the scoring scale
5. Include 4 main networks – e.g. questions: who do you work with, who do you to for expertise and knowledge/ test ideas/ guidance and advice.Choose main network from the following. This is want our client wants us to observe from the survey:
6. **Daily Network (Work Network)**
7. Wider Social Network
8. **Innovation Network**
9. **Expert Network**
10. Strategic Network
11. Learning Network

We noticed that even within these networks, some aspect overlap. After discussion with the sponsor, we finally included the following - Final questions:  | Fine tune survey | Prekshaa | 13th March 2017 – release date |

*Meeting minutes prepared by Prekshaa Uppin
Minutes has been vetted by Aayush Garg, Akshita Dhandhania*