**Week 3 – Client meeting minutes:**

- Understand the difference between internal and external collaborations

- Figure out Elizabeth's charts (check her CCed emails, and use received instead of sent)

- Explore relationships and networks BUT also communications - is there a consistent level?(Eg. do all our sales staff communicate in the same volumes?)

- Is the level of hierarchy the same under sales/interns

- How does geography affect relationships?

- Need to pull specific insights depending on our analysis

-Trace the level of projectory between two employees (Eg. Dev and Mark, Johnny and Dev)

Dashboard:

- Client has not been able to find anything interesting using dashboards, so they are only looking for **actionable insights**.