

**MEETING MINUTES #2 – SPONSOR**

**Date/Time  
Venue  
Meeting with  
Attendees**

9th January 2017, 05:30 pm  
Skype Meeting  
Ridwan Ismeer  
Akshita Dhandhania, Aayush Garg, Prekshaa Uppin

**Agenda**

1. Clarification/Revision of project goals and requirements
2. Clarification of survey requirements

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| Point made by | Notes | Follow – up Action | | |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| Ridwan | * Task is not just to build a hybrid metric that is different from betweenness and degree centrality, but also to find a range of metrics that provide insights into the following five:  1. Collaboration 2. Networks 3. Influence 4. Manager effectiveness 5. Immersion of employees – e.g. how quickly to employees connect with their colleagues? OR ‘Which employees show leadership potential?’  * We need to get the survey approved to comply with company practices and standards. This involves getting it approved by Ridwan Ismeer itself. | Detailed research on what is currently in the field of People Analytics, especially the work done by Rob Cross and Karen Stephenson | Prekshaa, Aayush, Akshita | 20th January 2017 |
| Ridwan | Why are we doing this project?  HR department - To measure human potential or the value of an employee.  Our goal is to build a portfolio of numbers to improve human capital management. | Modify and add to the previous set of business questions to focus more on employee specific insights and behavior | Akshita, Aayush, Prekshaa | 21st January 2017 |

*Meeting minutes prepared by Prekshaa Uppin.*

*Minutes has been vetted by Aayush Garg.*