Date:
05/07/2019

Attendance
- Our Team:
  - Blake, Cole, Kevin, Lee, Nick
- Other:
  - Ben

Questions going into the meeting
-

Overview on what was Discussed
- Discuss our final presentation at Principal on thursday

Discussion
- This presentation should be more in depth
  - Focus on what we have learned, challenges overcome, etc
  - Less oriented to people like Jonathan or Art, more towards the data science team
  - Focus on the "Why" we did things the way we did
    - Recommend if the way we did it was the "right" or "best" way or if it wasn't
    - Recommendations on what could be done differently
  - More interested in the lessons learned and challenges faced
- Current final presentation slides Feedback
  - BLUF
    - Rework. Should summarize the project
  - Problem Solution
    - Be more in depth on the problem. Rephrase it
    - "Market Level Data Analysis" isn't the right wording
      - Its portfolio level
    - Describe the impact of the solution
      - Split into two slides?
  - System block diagram
    - Explain the design, how it meets the requirements, things that worked or can taken away, etc.
    - The diagram itself is fine, but needs a slide describing it as well
      - The diagram needs to be updated
  - Quality of approach
    - If we include challenges, take another slide afterwards to describe what they were and how we overcome these challenges
  - Demo
    - The demo we gave last week should be good for this presentation
  - Next steps
    - What do they need to know
    - Risks, challenges, pitfalls
    - Summarize what the deliverables are

- - - ■ Overview the documentation we made as deliverables too
    - ■ List the improvements that need to be made
      - ● A new slides for this
    - ■ Remove the "Good foundation for future capstone projects"
      - ● This will likely be passed to principal teams
- ● Class presentation (Parts they liked and could be included to the principal presentation)
  - ○ The functional and nonfunctional requirements
  - ○ Detailed design
    - ■ Flow diagram would work well for this
  - ○ Software/tech used
    - ■ Good slide, but expand on the why
  - ○ Software block diagram
    - ■ Put in appendix of the principal presentation
- ● Project handoff
  - ○ Anything that helps understand how the code works, how to run it, how to change it, etc.
- ● Send ben out updated slides before Thursday