

## Meeting Minutes - Mentor Meeting October 20th, 2022

Time	Notes
6:30pm	<b>Meeting Start</b> <ul style="list-style-type: none"> <li>● All members present</li> </ul>
	<b>Presentation Review</b> <ul style="list-style-type: none"> <li>● Good overall, 38/40 final score <ul style="list-style-type: none"> <li>○ -2 for going over time</li> </ul> </li> <li>● Quinton and Richard need to speak more loudly and clearly</li> <li>● Went over time <ul style="list-style-type: none"> <li>○ Can use a timer</li> </ul> </li> <li>● Make backups of everything, have a USB flash drive <ul style="list-style-type: none"> <li>○ Best option for backup is google drive</li> </ul> </li> </ul>
	<b>Tech Feasibility Draft</b> <ul style="list-style-type: none"> <li>● Next Friday is the due date</li> <li>● Final draft is due in 3 weeks</li> <li>● Vahid will keep everything for the whole semester/year</li> <li>● <u>This will be the most important document of the semester</u></li> <li>● Clearly describe all solutions, all technology, and all processes <ul style="list-style-type: none"> <li>○ Have backups, Plan B's, alternatives</li> </ul> </li> <li>● Submit the best possible document.</li> <li>● Nothing should be ambiguous, make everything clear.</li> <li>● Complete plan for the entire project.</li> <li>● Leave Tech Feasibility draft in Vahid's cubicle, or give it in person on Thursday.</li> </ul>
6:35pm	<b>Research Poster</b> <ul style="list-style-type: none"> <li>● Use PowerPoint → best option</li> <li>● Can use other online tools</li> </ul>
	<b>Client Meeting Recap</b> <ul style="list-style-type: none"> <li>● Airflow does not have drag and drop</li> <li>● Can use Jupyter Notebook to create drag and drop DAGS <ul style="list-style-type: none"> <li>○ Visualizations, drag and drop, etc.</li> </ul> </li> <li>● Airflow runs locally, but can be hosted on the cloud</li> <li>● Containerization</li> <li>● Jupyter Notebook is an important thing - good to have in resume → Vahid</li> </ul>
6:40pm	<b>Meeting End</b>