

Minutes of the Meeting

Meeting Date: 18th December 2021

Meeting Time: 6 o Clock

Agenda: Our objectives and Literature Review.

Attended By:

1. Madhu Ma'am
2. Sanjana Ma'am
3. Manya
4. Prassiddhi
5. Priyanshu
6. Mishty
7. Devishi
8. Jiyanshi

Absent Participants:

1. Molli Sharma
2. Giri Gupta
3. Amartya Jha
4. Vanya Dahiya

(Demming's Wheel)

- Plan
- Do
- Check
- Act

IMECE Circle

Plan:

1. Identification of the theme
2. Approval of the theme and literature review
3. Finalising the theme selection and determining the role
4. Cause and effect diagram

Literature Review:

Please use Google Scholar, and write the topic and the year (take the scale of 10 year) .

It should be of the same region and of recent time period, incase you can't find indian research, then work on the asian and then on the international reports, so prepare 5 articles .

Make a google drive, incase you find any research so save it in that google drive. Write a bibliography and the summary, and you should know the source and all the authors and links.

The data would be put in APA format of referencing. Summary of the research should be in your own language.

Do:

- 1) Collection of data
- 2) Do planned activities

Check:

- 1) Data analyses
- 2) Pre and Post results
- 3) Comparison has to be shown

Act:

- 1) Webpage
- 2) PPT Design
- 3) Conclusions
- 4) Self assesment
- 5) Peer assessment
- 6) Assessment by Jury members