

**ICT Seagull-19**  
**Minutes of the Meeting**

**Date:** 20 December 2021

**Present Participants: -**

1. Ms. Hayal Koksai
2. Ms. Madhu Gupta
3. Ms. Sanjana Bhasin
4. Mr. Yogesh Sharma
5. Manya Srivastava
6. Prassiddhi Sachdeva
7. Mishty Kaushik
8. Molli Sharma
9. Devishi Aggarwal
10. Priyanshu Singh
11. Giri Gupta
12. Jiyanshi

**Absent Participants: -**

1. Amartya Jha
2. Vanya Dahiya

**Agenda:** - Discussion with Hayal ma'am on our project progress.

**Meeting Discussion: -**

1. Once a month a meeting will be held with Hayal ma'am to record the progress for the project.
  - a. Online meetings at this time are comfortable for both parties.
  - b. A calendar should be created for our regular every month meetings, keeping in mind all the weekends and holidays.
2. From our presentation ma'am gave the following feedback -
  - a. In the matrix the priority order must be from 0-7 points. Maximum points = 7.
  - b. Main causes are okay.
  - c. Change in Ishikawa diagram by adding an arrow and writing the complete project name.
  - d. Punctuation error - Human behavior.
  - e. Missing logo for the association for innovative collaboration, school logo, project logo and team photo.
  - f. A GANNT card needs to be accommodated to manage time.
3. We can improve from a project done by a school in South Africa on the same topic. It was on the water supply system to reduce water wastage.

- a. A product in the form of an invention must be provided from our side. For eg. books or cd's as the written resources last forever.
  - b. This year, it is a totally guided project.
4. From Hayal ma'am presentation, the following points were recorded: -
  - a. After our project we should provide reflections.
  - b. Research to be found out from google scholar. For every article prepare a short summary along with reference information. Use APA writing style.
  - c. Implementation, checking/ solution, act - conclusion + standards (add value), finding, references and acknowledgement.
5. Prepare a criteria based system to know our success rate. For eg - How many litres of water for a person? Is the water healthy or not?
6. We must provide our product by 27th June. Put a major emphasis on collaboration with people not just from our school but from other schools from our country.