| Meeting date | Purpose of the meeting | Summary of the meeting | Actions items | Attendees and absences | Period of the meeting |
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| 15/9/2019 | Introductory meeting about the idea for the project with Dr. Dr. Abdlmonem | During the meeting, Dr. Dr. Abdlmonem gave us an overview of what carbon footprint means and what kind of project we can do in order to minimize carbon emission in education city including the transportation and the scope of energy consumption in the universities. So we decided to start with TAMUQ as a case study and apply solutions. | 1- prepare a Literature review on how to design a carbon footprint calculator What kind of problems will it solve, what kind of software can be used, limitations and constraints we might face while implementing the calculator. 2- define a clear problem statement ,the significance of the problem and why our design is needed | All group members are present | 1 hour |
| 16/9/2019 | Discussion meeting between the members | We shared the collected information required from last meeting. We discussed different tools and methods to create our design. | 1- Do more literature review about the idea and kind of devices, software can be used. 2- also distributed the tasks for the proposal based on the rubric | All group members are present | 1 hour |

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| 17/9/2019 | The main task was to work on the proposal | After discussing ideas we decided on using Labview as a platform to create the calculator and create an app for IOS users. | 1- went over the proposal and commented on each other parts and set a meeting with OBO to request data used as an input for the calculator to see what consumption units we can study | All group members are present | 1 hour |
| 22/9/2019 | Meeting with OBO & Dr. Abdlmonem | After submitting the proposal, we had a meeting with OBO and Dr. Abdlmonem to discuss our ideas and ask them about how the electricity is distributed in the university. So they inform us they have on master meter and they can provide us with some data in excel sheet. They will request the rest from QF since the heating and cooling is managed by central facilities in education city. | 1-Adjust the proposal based on the meeting and send it to Dr. Abdlmonem 2- work on the proposal presentation by distributing the sections between us and start working on preparing the slides | All group members are present | 1 hour |
| 24/9/2019 | Preparation for proposal presentation | After siemens lecture we talked to them about using their equipment and mindsphere platform in our project, we prepared the slides and rehearsed for the presentation based on the comments given to other groups | 1- reheas more and finalize the slides. | All group members are present | +6 hours |
| 25/9/2019 | Reheal for | We rehearsed for the | 1- update the | All group | 3 hours |

| | presentation and updating the proposal | presentation to make sure we finish within the time given which is 10 minutes | proposal and contact siemens | members are present | |
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| 29/9/2019 | Discuss next assignment which is customer need | The next task was customer need to search on whom to interview and what how many surveys to create. We also decided on having a follow up meeting with OBO & Dr. Abdlmonem | Prepare questions for the survey and interview. | All group members are present | 1 hour |
| 1/10/2019 | Discussing the questions and assign interviews for members | In the last meeting,we decided that each member write her own questions. So we chose different questions for different surveys and decided whom to interview. We created three surveys and three interives. The survey was intended for the students, experts, public. We decided to interviews Dr. Abdlmonem since he is an expert in energy efficiency management, Mays from Qatar University since they have done a similar project in QU. third interview an expert in greenhouse building | 1-create the surveys on survey monkey 2- Prepare questions for the meetings with OBO 3- meet with Dr. Ali to discuss the questons. | All group members are present | 1 hour |
| 9/10/2019 | Meeting with. Dr. Abdlmonem | The purpose of this meeting is to update Dr. Abdlmonem with our progress and interview him for the customer need report. | 1 send a follow up email to siemens 2- contact Qu & greenhouse building 3- send the survey for intended audience and start working on the | All group members are present | 1 hour |

| | | | customer need report | | |
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| 16/10/2019 | Meeting with. Dr. Abdlmonem & Dr. ali

Meeting with Dr. Fedda from greenhouse building | We had two meetings, one with Dr. Fedda to interview her for the customer neer report and a discussion meeting with. Dr. Abdelmonem & Dr. ali | 1- create a framework ( plan) or the design and identify all possible inputs and output | All group members are present | 2  hour |
| 17/10/2019 | Meeting with Ms. Mays | We interviewed Ms. Mays and also introduced our idea to her since she worked on a similar project. | 1- submit the customer need report | All group members except sara( not feeling well ) | 1  hour |
| 22/10/2019 | Meeting with the group members  to distribute the work | We had to make extra interviews for the ethnographic study. And define a structure for the video | 1- sara and Amera have to go to Dr. Amato from green greenhouse building 2- Dana has to go and  interview an expert from QSTP | All group members are present | 30 minutes |
| 24/10/2019 | Meeting to shoot the video | The purpose of this meeting is to shoot clips for the ethnographic study | Edit the video which is done by dana | All group members are present | 2 hours |
| 27/10/2019 | Meeting with the group members to collect the data | The purpose of this meeting is to distribute the work to collect information that will be used when doing the analysis. | 1- talk to office of record, admission office and OBO  to collect the needed information | All group members are present | 30 minutes |
| 1/11/2019 | Meeting with the group members to work on the mini | The purpose of this meeting is to work on the mini project and finalize the project report | 1- finish the mini project report and submit it | | 3 hours |

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| | project | | | |
| 7/11/2019 | Meeting to discuss the benchmarking assignment | We distrubed the work among and met Dr. Ali to clarify some tasks in the rubric. We searched together so that each one of us write about one existing solutions | 1- work on the assigned tasks | All group members are present | 1 hour |
| 12/11/2019 | Meeting with Kharammma and discussion out the framework | We met to decide in the framework and the components needed in each step We had a meeting with kharamma to introduce our ideas to them. He told us about the project in khammam and that they can provide us with the conversion factors needed in the equations | 1- work on the functional modeling and assigned based on the rubric | All group members are present except sara( family emergency) | 2 hours |
| 17/11/2019 | Meeting call with Shaik | We had a meeting call with Shaik who has done a project on carbon footprint in qatar. | Work on the functional modeling assignment | All group members are present | 1 hour |
| 21/11/2019 | Meeting with Dr. Abdlmonem | We had a meeting with Dr. Abdlmonem to discuss the progress. | Develop the excel sheet for the inputs of the system. | All group members are present | 1 hour |
| 3/12/2019 | Meeting with OBO , Dr. Abdlmonem & Dr. ali for the tour And prepare for the presentation | We had a tour around the building to understand how the electricity is distributed in the building. Then we had to Work on the slides and develop figures for the presentation | 1- rehearse for the presentation | All group members are present | +5hours |
| 4/12/2019 | Meeting to Rehearsing for the presentation | In this meeting we finalized the slides and rehearsed for the presentation to see if all points | Prepare questions for siemens | All group members are present | 3+ hours |

| | | are covered within the time frame | | | |
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| 5/12/2019 | Meeting with siemens and Dr. Ali | We had a meeting with siemens and Dr. Ali to discuss our idea with them and see how they can help us | 1- follow up email | All group members are present | 30 minutes |
| 5/12/2019 | Meeting to discuss the final report | After we finished the presentation we disturbed the tasks based on the rubric provided | 1- work on the assigned tasks | All group members are present | 30 minutes |
| 17/12/2019 | Meeting with Siemens | We met Mr. Dinesh from Siemens. We explained our project to him, the aim, and the approach. We asked him to connect us to the other department responsible for smart meters to know where and how many smart meters we will need so we can schedule a tour around the building to know exactly where to install them. | 1- follow up emails 2- identify the language used for coding | Sara & Amera | 1 hour |
| 13/01/2020 | Meeting to discuss the plan of the project | We met to discuss the plan for this semester and have a schedule for every task | 1-set a plan 2-divide tasks | All group members | 2 hours |
| 16/01/2020 | Divide the work based on the plan | We contacted Siemens for updates about the tour. Also started working on the programming code . | 1- visit Siemens's office to discuss the progress. 2-started to develop the first prototype for the project. | All group members | +4hours |

| 19/01/2020 | Progress meeting for the code | The purpose of this meeting is to start learning the syntax of python and start programinning the initial code. | 1- work on the code. | All group members | +4hours |
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| 26/01/2020 | Follow up meeting with Siemens | The purpose of this meeting is to follow up with Siemens and see what type of equipment they can provide us with, unfortunately they told us that there is no equipment in the stock and they won't be able to provide equipment before 8 weeks. So we had to meet together and go with option B which is not using smart meters | 1- meet with Siemens 2- work on plan B | All group members | +4hours |
| 23/01/2020 | Progress meeting for the code and look for alternative. | We tried to collect data manually but didnt work so we tried to install a data logger on the subdistribution board but we didnt get authorization. We also continued learning the language and explored the libraries that we will use for the program | 1- try to get authorization from OBO and central facilities 2- try to collect the data manually | All group members | +4 hours |
| 28/01/2020 | Build the excel sheet | Dr. Dr.Abdlmonem advised us to work on the excel sheet to get a | 1- add information to then excel about | All group members | +3 hours |

| | | feeling of the input data and start searching solutions for the input data. | the main input and their subcategories that we might use. | | |
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| 31/01/2020 | Learn how to insert the excel sheet | Since the input for out data will be an excel sheet, we started to learn the libraries that we will use to insert the data and manipulate the data. | 1- construct the excel sheet 2- learn how to use excel to import data on python | All group members | +3 hours |
| 2/02/2020 | Meeting with central facilities | We met with Mr.Anoop from central facilities to ask him specific questions about the HVAC system and power consumption in TAMUQ | 1-explained the HVAC system for TAMUQ 2-sent us data about the energy consumption of the building | All group members | 1 hour |
| 10/02/2020 | Follow up meeting with Dr.Ali Ghrayeb | It was a follow up meeting regarding the previous meeting and the updates of the project | 1-work on project and update the mentor regularly | Dana | 15min |
| 13/02/2020 | Meeting with MrGufran from the IT department | We met with Mr.Gufran to ask him for data regarding lighting and plug loads in TAMUQ building | 1-sent us the data we need regarding plug load and lighting | All group members | 30min |
| 17/02/2020 | Meeting in CP1 with Mr.Kent and CP1 members | The meeting in CP1 was with the CP1 members that are responsible for electricity and power for the education city and they are Saleem ALyafie,Khalid ALmarri,Saoud ALrumaihi. The meeting was held in CP1 to | 1-send the needed data 2-ask for the possibility to apply smart meters | Amera | 30min |

| | | discuss our needs in the project and the data we want. | | | |
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| 20/02/2020 | Meeting with Dr.Ali Ghrayeb and Dr.Abdlmonem | We met with both Dr.ali and Dr.Abdlmonem to update them about our progress and discuss the missing data that we don't have and how we can tackle this issue. And propose ways to help implement the project with missing data | 1-ways to collect the missing data either manually or from CP1. 2-set a more organized plan according to the given data | All group members | 2 hours |
| 23/02/2020 | Meeting to work on the excel sheet | We met to work on the excel sheet and include all the data and search for ways to find the missing data in the excel sheet and make the necessary calculations | 1-build the excel spreadsheet 2-search for the missing data 2-make assumptions and calculations | Amera and Dana | 4 hours |
| 5/03/2020 | Meeting to prepare for the presentation | We met to work on the presentation slides and collect the missing information that is needed for the project | 1-work on the presentation | All group members | +5 hours |
| 8/03/2020 | Meeting with Dr.Ali Ghrayeb | We met with Dr.Ali to update him about our progress in the project | 1-updates about the progress | Dana and Sara | 30 min |
| 10/03/2020 | Presentation rehearsal | We met to finalize the progress presentation slides and rehearse. | 1- Finalized the presentation and rehearsal | All group members | 3 hours |
| 17/03/2020 | Start the preparation for the final code | We met to decide exactly how we want the code to present | 1- Due to the given situation we decided to work on the final code | All group members | +4 hours |

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| 19/03/2020 | Start writing the actual code | We divided each section of the code among us but it was easier to all meet and work together | 1- Writing the code, excel sheet called by program and recognise the months, power consumption, and equipment | All group members | +5 hours |
| 23/03/2020 | Progress Report | We divided the work amongst the team members to start writing | 1- Progress report started by dividing the work | All group members | 1 hour |
| 26/03/2020 | Code | We tried to understand the error for the code | 1- Understood the error<br>2- Resolved the issue<br>3- Continued with the code | All group members | +5 hours |
| 29/03/2020 | Finalizing progress report | We finalized the progress report to be submitted | 1- Progress report ready for submission | All group members | 3 hours |
| 31/03/2020 | Code | Started to present the data in bar,pie charts | 1- Bar chart achieved | All group members | 4 hours |
| 02/04/2020 | Code | Continued with creating the charts "data representatives" | 1- Pie Chart code in progress | All group members | 3 hours |
| 07/04/2020 | Code | Continued with creating charts | 1- Pie Chart finished<br>2- Gauge in progress | All group members | 5 hours |
| 09/04/2020 | Code | Continued working on the code and started with the final presentation | 1- Finished with gauge chart<br>2- Data showed some error, we tried | All group members | +5 hours |

| | | | to fix the issue<br>3- sectioned the final presentation<br>4- Code fixed | | |
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| 11/04/2020 | Presentation | We worked on the final presentation | 1- Most of the presentation was done | All group members | 4 hours |
| 12/04/2020 | Final presentation rehearsal | We rehearsed for the final presentation "rehearsal" | 1- Final presentation finished | All group members | +4 hours |
| 14/04/2020 | Code | We finished the code and checked if everything is working good | 1- Code finalized | All group members | +5 hours |