CSC 330 Single Text Negotiation Template

This document is an example of how to conduct single text negotiations during meetings. The essence of the document is to have meeting minutes which are visible by all attendees of the meeting, and are filled in as the meeting progresses. For every client meeting moving forward, this document should be open and updated during the meeting. This is a living document, meaning each week you'll add the agenda to it, still able to see the previous week's agendas.

Any red text is included as instructions and should be removed in your document.

This document should be shared with Dr. Jones, Dr. Heggen, Mahmoud Amer, and William Romano

The format of the document should typically be:
1. What we did since the last meeting
2. What we're doing today
3. What questions we have for each other
4. What we're doing by the next meeting
5. What we're doing in the next meeting

Friday, March 13th

Attendees: Logan Owens, Jenifer Fidelia, Hailey Barnett, David Andrejsin, Jennifer Lainhart
Absent: N/A

Agenda:
- Establish what is going to happen moving forward
  - We established that we will meet the minimum requirements, while Jenifer and David will try to fully complete the project on their own time.
- What we have done since last meeting
  - We have decided as a group how to finish the project.
- Questions that have been asked
  - What are the expectations?
    - We will do our best to finish the bare minimum (up to the red line)
    - Jennifer (HopesWings) said she understands our situation and is okay with it
- What we are doing by next meeting
  - Working towards making progress on the database.
- What we are doing in the next meeting
  - Sharing progress with the database.
  - Keeping communication via email with Jennifer (HopeWings) maybe about biweekly to keep her up to date with what we are doing

After this point, physical meetings became impossible since some members moved off campus due to the COVID-19 outbreak in Kentucky shutting Berea College's campus almost completely down. Correspondence from this point forward was made digitally.

Thursday, March 26th

Attendees: An email from Hailey Barnett to Jennifer Lainhart, all members CCd
Absent: N/A
Notes by Logan Owens

Agenda:
- More information needed for the assignment.
  - Hailey asked, on my behalf, Jennifer for a donor list so I could begin populating the database.
- What we had done since the last meeting
  - The database was finished and was awaiting information to be stored in it.
- What we are going to do by the next meeting
  - Populate the database and begin work on SQL statements for the database.
- What are we doing in the next meeting
  - Updating Jennifer on any progress we have made.

On Saturday, March 28th, Jennifer emailed that she was away from the office and would email us the donor list on the 30th.

On Monday, March 30th, Jennifer emailed us the donor list.

Friday, April 3rd

Attendees: An email from Logan Owens to Jennifer Lainhart, all members CCd
Absent: N/A
Notes by Logan Owens

Agenda:
- More information needed for the assignment.
  - I asked Jennifer for clarification on payment types in the donor list.
- What we had done since the last meeting
  - The database was being populated with a large sample of information.
- What we are going to do by the next meeting
  - Populate the database and begin work on SQL statements for the database.
- What are we doing in the next meeting
  - Updating Jennifer on any progress we have made.

Thursday, April 30th

Attendees: An email from Logan Owens to Jennifer Lainhart, all members CCd
Absent: N/A
Notes by Logan Owens

Agenda:

- An update on our work
  - Jennifer was informed of the progress made on the database, including the population of it and the SQL statements written for it.
- Asked for questions
  - Jennifer was asked to share any questions or requests she had with us.
- What we are going to do by the next meeting
  - Finish models.py and any other files related to PM05.
- What are we doing in the next meeting
  - Updating Jennifer on any progress we have made.