## Sep 26, 2023 | [In-Person Task Management Meeting](https://www.google.com/calendar/event?eid=XzZwMGo0ZTFtNzRzNDhiYTU2NG9qOGI5azY0bzM2YjlvNmgyMzJiOWg2Y3BqY2Q5cDY4cGplYzlwNmtfMjAyMzA5MjZUMTcwMDAwWiBhbmRyZXcuYmVtZW50QG1haW5lLmVkdQ)

Attendees: [Andrew Bement](mailto:andrew.bement@maine.edu) [Kevin Menenello](mailto:kevin.menenello@maine.edu) [Samson Cournane](mailto:samson.cournane@maine.edu) [Sam Minor](mailto:samuel.minor@maine.edu)

**Meeting Notetaker**: Samson Cournane

**Agenda**:

1. **Introduce our Designer**, Tereza! (not attending today)
2. **Acknowledgement** of team members efforts to onboard, and get this project moving forward
3. **Meeting Expectations**:
   1. Notetaker will rotate weekly; Notetaker Expectations:
      1. Write down actionable items and tasks, who they’re assigned to, expected completion date, etc.
      2. Note relevant topics, agreements, dissenting opinions, etc.
   2. Come Prepared!
      1. Please have all materials assigned prior to the meeting either complete, or have discussed with the PM in advance alternative arrangements
      2. Please have read the agenda in advance
4. **Spaces Project Management Platform**
   1. Has apps for all platforms, download and use these
   2. issues/tasks assigned with due dates
   3. chat feature, channels, etc. - does that work for team communications
5. **Group Member Expectations**
6. Reality: this is one of many classes, we are all busy
7. Expectation: due dates assigned as a group are HARD DEADLINES
   * + If unable to meet a deadline, communication with teammates is essential!
     + If you can’t do the job/tasks assigned, other group members will need to do it; they can’t do it if you don’t let them know you need the help.
8. Communication Expectations - Positive Communication Responses:
   1. If you receive a communication, regardless of platform, please respond that you have received it
   2. If you have been assigned a task and have completed your portion of it: please respond that you have completed it
   3. If you have received a calendar invite, please accept/decline the invitation
   4. Responses are Platform Dependent:
      1. Email: respond with an email
      2. Issue Tracker: write a comment on the issue
      3. DM/PM: a message response
   5. Communication Response Times Expectation: minimum; daily check-ins

6. **Future Meetings**

1. [When2Meet scheduling link](https://www.when2meet.com/?21371398-fc22w) for availability and future meetings

* Kevin, Sam, Samson, still haven’t filled this out yet
* Meeting Times; need to settle on dates/times:
  + Scrum Standups: 2x per week (15 minutes)
  + Spint/Kickoff: 2x per week (45 minutes)
  + End of Week Review: 1x per week (15 minutes)
  + Synchronous Work Time: 2x per week (30 minute blocks)

7. **Team Mission Statement**

1. Shared [Google Doc link](https://docs.google.com/document/d/1l9kmK_Zu2YhiurfS_Cb2_CcmlV_KZFA_RvwnLG82fGE/edit?usp=sharing); add your thoughts and ideas for this before the end of business TODAY, so the PM can put something together and add it to our team GitHub repo

**Notetaker Notes and Action Items**

Notes

* Everyone has access to the Spaces platform
* Spaces had channels and text (clunky)
* Use Discord for channel messages
* Respond to E-mails from PM
* Respond to meeting invites
* Put picture and phone number on Spaces platform
* Check Discord at least once a day
* Meeting on Sat/Sun?

Action items

* Create group calendar
* Create a group discord for all communication
* Add “woos and boos” for agenda meeting notes
* Add “blockers” to the meeting agenda template