**Agenda for our meeting 4-6-2021**

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| * Intro and Group Name | 5 mins |
| * Meeting style, Participation and leadership | 5 mins |
| * Discuss Milestones | 10 mins |
| * Discuss schedule | 10 mins |
| * Breakdown Milestones into smaller Achievable tasks | 20 mins |
| * Make Assignments | 10 mins |
| * Any other matters | 5 mins |

Follow-up:

1. Questions to answer:
   1. Group Name CMBKS – Group 5
   2. What ethnic groups contain the most positive tests in each state?
      1. – Assigned to Burnetta
   3. What percentage of positive tests in each ethnic group in each state resulted in death?
      1. – Assigned to Spencer and Manar
   4. Which ethnic group had the most COVID testing?
      1. Assigned to Keishauna and Carline
2. Verify that we are removing blanks and cleaning data the right way with TA.
3. Provide Milestones/Schedule for your module
   1. What will you be doing – approach / breakdown
   2. When will it be done
   3. Any issue you foresee
4. Cleaned list – Manar
   1. (Team will review data)
   2. Select data for SouthEast states(10) to minimize dataset
   3. Original dataset has 5321 rows. We will reduce this to 800+
5. Meetings will be every weekday for 15 minutes. Longer meetings will be schedule by smaller teams as necessary. Meeting time is 8pm outside of class day. I5 minute meeting will be held during class before smaller teams continue to work on their module.
6. Main communication will be slack
7. Files will be merged by Burnetta when subsection is completed by smaller teams.
   1. Tip: Use meaningful names with underscore between words.
8. Burnetta will be project lead this time around but leadership will rotate.
9. Presentation prep – Carline and Keishauna
10. Overall Coordination of team deliverables - Burnetta
11. Next steps
    1. Sprint meeting in class
    2. Starting the work