Milestone 1:

Courtney Coon → set up github
Moyra Rasheed → ask for extension for a few days
Jarett Maycott → submit assignment

Meeting Planning

- What is your team's preferred communication method - email, text, bcourse messaging?
  - Zoom
  - Email
  - Whatsapp:
    - Courtney 831-295-0206
    - Moyra: 404-759-7975
    - Jarett: 661-713-9753
- When will your team be holding meetings? How frequently will you meet? Are there times or days that work well for everyone?
  - Moyra: After 7 pm/Certain days 10-12pm
  - Courtney: After 7pm most days, all day on Fridays, and some weekends
  - Jarett: Any weekday after 7pm. Sundays all day
- Discuss future non-academic commitments that might affect members' availability.
  - Moyra: kids, work (full time, long shifts)
  - Courtney: kid, work (Mon-Thurs, normal business hours)
  - Jarett: Work/School (T, Th, F, Normal business hours)
- Discuss meeting tempo: "checking in" at the beginning of meetings versus "just sticking to business".
  - Works either way

Roles

- How is your team going to keep track of progress? Who will be taking minutes, creating agendas, and contacting the course facilitators with questions?
  - MR can contact facilitators with questions.
  - Agendas and minutes: Mutual responsibilities

- We encourage you to discuss potential dates and times to meet with a course facilitator during Weeks 3-5. Decide on the best date and time for all.
  - MR will be in touch with facilitators when needed.
- Determine a point person to submit each assignment for the team.
  - Take turns: C→M→J

Conflict Management

- If a conflict arises, plan to solve the issue as soon as possible. This is best done using synchronous (Zoom, Google Hangouts) communication rather than asynchronous (email).
- If the group is unable to resolve the conflict, seek advice from the instructional team.
  - We will get in touch if we run into any issues

GitHub Link

https://github.com/CourtneyCoon/PHW251_group_Y.git