

Team Name: WuShockGo

Date of Submission: 09/08/2021

Meeting Date & Time: 09/4/2021 @ 7:30PM

Meeting Location: DISCORD

Meeting Duration: 150 minutes

Team Members	X = Present	Notes
Dan Khuu	X	On Discord
Karishma Bhakta	X	On Discord
Sriram Srinivasan	X	On Discord
Tan Tran	X	On Discord
Fitri Rozi	X	On Discord

#### Progress:

Team accomplishments for the week: A short narrative, typically 1-2 paragraphs, should include decisions made by the team as a result of the team discussions, and how the team arrived at the decision.

For this week's meeting our team first went over our Code of Conduct and what kind of template to make. Dan had a template which we all voted on and felt was a great template to use. We then moved on to pick our top 3 project ideas. Earlier in the week we had all members post their 3 ideas and a poll for people to pick their top 3 ideas. We went over those votes in our meeting and saw that one of Tan's, Fitri's and Sriram's ideas were the top 3. We decided to have Tan's as our first project, Fitri's as second and Sriram's as third. Tan discussed his goal with his project and helped our team understand what we needed to achieve. Fitri also discussed with our team his experience in developing a website. He was willing to teach all of us the skills he had obtained. We also went over app names and decided to give all our members a few days to think of a name. Next we discussed whether we want to go with an app or a website. We decided for now a website would be sufficient.

Moving on to our Code of Conduct, we went over our skills matrix and each member analyzed our team matrix and chose a role that would help them gain more knowledge. We then went over when our next meeting would be and Karishma suggested that she would message all the team members by Monday to see which day would work for all members. Dan discussed with the group the goals of our self journals which will be due next week. Sriram then suggested we use Google

Drive to keep our documents in one place for everyone to view at any given time. We decided to go with this since it was a feasible idea. We then went over what we discussed in the meeting and decided to end the meeting for the day.

Individual contributions: A brief narrative (1-3 sentences) made by **each team member** summarizing their respective activity for the past week.

Dan Khuu: I created a meeting platform for our team meeting. We were having our first meeting virtually on Discord. Our team met up and voted for the project that we wanted to do and also chose 2 more projects as backup. We were asked and discussed about our team members skill set then we had each team member choose a role that they are comfortable to work with. Finished “individual skills matrix”

Karishma Bhakta: This week my team and I voted on our top 3 projects. I took notes from the beginning of the meeting to share with the team afterwards. I also suggested that we keep our project name related to WSU since our top 3 project ideas are to help WSU students.

Tan Tran: We have voted on a project together and the project will be my idea. I provided my team a brief description of the project. I also participated in the team’s discussion and provided feedback. I also provide my team with my skills, information and roles to the team.

Sriram Srinivasan: My team and I voted on a couple of projects based on our individual product ideas done on week 2. I gave my product pitch to my team members, and I chose my role (backend programming), as well as writing the team weekly minutes & code of conduct. I suggested to the team to upload all documents into Google Drive folder and sorted it out by Week number and their corresponding due dates so it will be easier to sort out all the documents.

Fitri Rozi: We voted on what project idea to work on and came up with a name for our team. Later, we assigned a role for ourselves and mentioned the skills that we are good at. Towards the end, we recapped what we worked on.

#### NOTES:

- 1) A team member present at the meeting but making no contributions risks a ZERO for the weekly minutes.
- 2) A team member missing the meeting without providing data to the team in advance of the team meeting risks a ZERO for the weekly minutes.
- 3) A team member missing more than two weekly team meetings and having no significant contact with the team risks a ZERO for weekly minutes and a ZERO for any assignments completed by the team when absent

Project Tracking (current work): Assignments and activities are to be tracked until completed.

Team Member	Assignment	Due Date	% Complete
Dan Khuu	Individual Journal Proposal Write Up	9/12	0%
Karishma Bhakta	Individual Journal Proposal Write Up	9/12	0%
Tan Tran	Individual Journal Proposal Write Up	9/12	0%
Sriram Srinivasan	Individual Journal Proposal Write Up	9/12	0%
Fitri Rozi	Individual Journal Proposal Write Up	9/12	0%

Plan (future work):

A brief description of the tasks and activities the team needs to accomplish work over the coming weeks. As team members pick up assignments, move from this table to the tracking table. Consider future work a running task-list with an expected due date for completion.

[illegible]

Issues:

Include a brief description of issues the team has encountered, and potential resolutions for the issues. If the team would like staff to help with the issues, this is the appropriate place to request assistance.

No Issues.

Include the schedule for the next meeting:

Meeting Date & Time: 9/10 @ 7:30PM

Meeting Location: Discord