First Meeting Data Capstone Project

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| Location: | ARC Atrium building |
| Date: | 09/17/2022 |
| Time: | 12:00 PM |
| Attendees: | Pablo, Rene, Sydney, Adrian, Richard, Christian |

# Agenda items

1. Knowing the teammates.
2. Define roles.
3. Set up time for weekly meetings.
4. Communication channel.

| Id | Topic | Name | Action | Responsible  Name | Criteria for success | Deadline | Progress-Status |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1-9/16/22 | Definition of Roles. | Pablo | Leader |  |  |  | Done |
|  |  | Rene | Support leader (PMP Methodology). |  |  |  | Done |
|  |  | Sydney. | Research. |  |  |  |  |
|  |  | Adrian | Coding. |  |  |  |  |
|  |  | Richard | Research Coding. |  |  |  | Done |
|  |  | Christian | Coding. |  |  |  | Done |
| 2 -9/16/22 | Weekly meeting will be on Mondays from 2:00 PM to 3:00 PM. Upper-level IST. | Pablo,  Rene,  Sydney,  Adrian,  Richard,  Christian. | Be on time. |  |  |  |  |
| 3-9/16/22 | Main Communication Channel. | Pablo,  Rene,  Sydney,  Adrian,  Richard,  Christian. | Discord (Senior Design Server) |  | Everyone should have access. |  | Done |
| 4-9/16/22 | Documentation suite to be used. | Pablo,  Rene,  Sydney,  Adrian,  Richard,  Christian. | We will use Office suite for editing documents.  Final documents will be PDF. | Pablo,  Rene,  Sydney,  Adrian,  Richard,  Christian. |  |  |  |
| 5-9/16/22 | Read full description project, when delivered. | Pablo,  Rene,  Sydney,  Adrian,  Richard,  Christian |  | Pablo,  Rene,  Sydney,  Adrian,  Richard,  Christian. | Read full description. | 19/09/2022 | In progress. |
| 6-9/16/22 | Rene will share the website of the sponsor. | Rene | Share link  https://www.whiting-turner.com/careers/ | Rene |  | 19/09/2022 | Done |
| 7-9/16/22 | Share Project Charter template (PMP) | Rene | Rene will send to all team mates the project charter temple and fill up to date what is possible. | Rene | Send Template to all teammates. | 19/09/2022 | In progress. |
| 8-9/16/22 | Team Contract (share by Dr. Dew) | Rene. | Team contract will be shared will all team mates to be review. | Rene | Review and share comments about.[[1]](#endnote-1) | 19/09/2022 | In progress. |
| 10-9/12/22 | GitHub repository | Richard | Share email on discord and accept invitation.  <https://github.com/G2COMMANDER/SeniorDesign1Group-11> | All Team-Members | Clone repository. | 19/09/2022 | In progress. |
| 11-9/12/22 | GitHub repository structure. | Rene | Rene will create a folder on the github repository to mirror the [PMP process group](#_PMP_process_groups) (click to see image). | Rene | Create folders Initiation.  Planning,  Execution,  Monitoring and controlling,  Closing. | 19/09/2022 | In progress. |
| 1-19/19/22 | Writing Questions | All team member | Write questions about the necessities of the project. | All team |  | 21/09/2022 | In progress. |
| 2-19/19/22 | Email contact | Christian | Send Email to the contact information. | Christian, Rene | Email Sent | 19/09/2022 | In progress. |
| 3-19/19/22 | Linked In | Rene | Review Linked In information and make a Research about profile of contacts. | All team | Read profiles and make a sintesis. | 19/09/2022 |  |

# Next Meeting:

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| --- | --- |
| Location: | IST Upper-level middle section. |
| Date: | 09/19/2022 |
| Time: | 2:00 PM – 3:PM |
| Attendees: | Pablo, Rene, Sydney, Adrian, Richard, Christian PMP process groups Desai Management Consulting  Figure - Process Group |

1. I have activated the menu Review-TrackChanges Graphical user interface, application

   Description automatically generated [↑](#endnote-ref-1)