List of team members for Team OSINT Dashboard: William Campbell, Andrew Flora, Santiago Colla

Meetings

The following days and times work well for the group to meet. The group should have meetings at least once a week, and likely more frequently as the semester goes on.

Best Days and Times:

* William Campbell: Monday, Wednesday, Friday from 1pm to 8pm
* Andrew Flora: Monday, Wednesday, Friday from 4pm to 8pm
* Santiago Colla: Wednesday, Friday from 4pm to 8pm

The planned weekly meeting time is Wednesday and Friday from 5pm to 8pm

Non-meeting communication

For asynchronous or quick communication, we will utilize email, Discord, and Snapchat.

William Campbell Email Address: will.campbell@trojans.dsu.edu

Andrew Flora Email Address: andrew.flora@trojans.dsu.edu

Santiago Colla Email Address: santiago.colla@trojans.dsu.edu

Expectations

Each team member shall commit to these practices for teamwork:

* Professional communication at all times
* High work quality deliverables
* Frequent and regular delivery and communication
* Be efficient and effective
* Attending all meetings (aside from emergencies)
* Set [S.M.A.R.T.](https://www.wrike.com/project-management-guide/faq/what-is-smart-in-project-management/) goals
* Hold team members accountable in a courteous manner
* Team members should work collaboratively
* Hold each other accountable and address conflict/disagreements in a constructive manner
* Equal distribution of workload
* Provide feedback regularly
* Keep team members up to date/commit work with descriptive comments regularly
* **COMMUNICATION IS KEY**

Members and Roles

* William Campbell: Project Lead
* Andrew Flora: Technical Lead
* Santiago Colla: Lead Analyst/Developer



Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_9/16/2023\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_9/27/2023\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_9/27/2023\_\_\_

Group Photo