

Weekly Meeting 1 Agenda

Time: TBA

Location: TBA

Facilitator: Jasque Saydyk

Minute-taker: TBA

Discuss: A group conversation on the stated subject

Action: A specific measure agreed upon by the group that is recorded by the minute-taker

Proposal: A specific measure the facilitator or a group member has in mind, put in agenda to inform everyone ahead of time of that measure to allow adequate time for thinking.

When the meeting reaches an hour and there are still items left on the agenda, those items will be postponed until the next meeting. A group vote may be taken to extend the meeting by X minutes, which must be unanimous.

1. Roll Call
2. Reading of the agenda
3. Proposed changes to the agenda
4. Introductions
5. **Discuss:** Vision of project
 - 5.1. The purpose of this item is that we all have different ideas about the end result of this project, what we want out of it, and what we hope to learn. This will hopefully help us get a better understanding of what all of us see in this project
6. **Discuss:** Group Name
 - 6.1. **Action:** Keep "Nosh", change, or postpone
7. **Discuss:** How will team members deal with another team member who appears to exercise too much control over the team?
 - 7.1. **Action:** Make an agreement on how to deal with the above agenda item
8. **Discuss:** How will team members deal with another team member who does not appear to be shouldering their responsibilities within the project, or who is not contributing during team meetings?
 - 8.1. **Action:** Make an agreement on how to deal with the above agenda item
9. **Action:** Facilitator responsibilities
 - 9.1. **Proposal:** Agenda written and distributed 2 days in advance
10. **Action:** How should we handle the weekly report?
 - 10.1. **Proposal:** Minute-taker - as the report just seems to be the agenda + minutes, measures agreed to, and a list of who, what, when at the bottom of the report

11. **Action:** Meeting Schedule
 - 11.1. Keep this time and place, different time, or change on the fly
12. **Action:** Next meeting Facilitator
13. **Action:** Next meeting Minute-taker
14. **Action:** GitHub Repo
 - 14.1. **Proposal:** Personal or Organization
 - 14.1.1. Personal - Easy to setup, example <https://github.com/clockian-NAU/Nosh>
 - 14.1.2. Organization - Normally cost \$, might be possible to get one free
15. **Discuss:** Scope of Project - What is the minimum viable product?
 - 15.1. **Action:** Agree on a set of features that compose the minimum viable product
16. **Discuss:** Team Project - D.1 Inception
 - 16.1. **Action:** Who will set-up a Google doc that is shared with everyone for the report
 - 16.2. **Action:** Who will write the sections 1 and 2 of the report
 - 16.3. **Action:** By what date will all group members be finished with their 2 interviews?
 - 16.4. **Action:** Who will write section 4 of the report
17. **Discuss:** Should we use an third party communication app? e.g. Slack
 - 17.1. **Action:** Decide on an app and who will setup
18. **Discuss:** What web framework should we use?
 - 18.1. To figure out what we are familiar with, what languages comfortable with, etc
19. **Discuss:** How is the group functioning?
 - 19.1. Consider aspects of the group dynamics that contribute to the success of the project
 - 19.2. Raise any issues that are interfering with the effectiveness of the group and one's ability to complete the project on time
20. Closing Remarks
21. Meeting Adjourned