

Weekly Meeting 2 Agenda

Date: February 7th, 2018

Time: 4:00pm

Location: Engineering Building - Rm 102

Facilitator: Matt Rittenback

Minute-taker: Maria Granroth

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. **Discuss:** Previous Meeting Recap
 - 4.1. This item will allow us to go over what was covered in last week's meeting and to provide a chunk of time for members to discuss the group dynamic and any potential problems.
5. **Discuss:** Group Name
 - 5.1. Find out if anyone has thought of a new name for the group
6. **Discuss:** Team Project - D.1 Inception
 - 6.1. **Action:** Follow up on sections 1 and 2 with Jasque
 - 6.2. **Action:** Follow up on interviews. Discuss where to submit interview results
 - 6.3. **Action:** Discuss section 4
 - 6.4. Go over submission requirements
7. **Action:** GitHub Bootcamp
 - 7.1. **Proposal:** Create a document that will host our findings and tutorials for using Git
8. **Discuss:** What web framework should we use?

*This topic wasn't covered last week

 - 8.1. To figure out what we are familiar with, what languages comfortable with, etc
9. **Action:** Next meeting Facilitator
10. **Action:** Next meeting Minute-taker

11. **Action:** Discuss next week's meeting
12. **Discuss:** How is the group functioning? Any questions from any previous items? Any potential problems?
13. Closing Remarks
14. Meeting Adjourned