Weekly Meeting 1 Agenda

Time: 5:00pm
Location: Engineering building - Rm 102
Facilitator: Jasque Saydyk
Minute-taker: Matthew Rittenback

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

    9.2. **Proposal:** Keeping track of deadlines due that week and ensuring things get completed and turned in at the proper time by team members for the team, and following up on any problems associated with that

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

    11.2.   **Proposal:** Monday or Wednesday

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:** Should we use an third party communication app? e.g. Slack

    15.1.   **Action:** Decide on an app and who will setup

16.   **Discuss:** Team Project - D.1 Inception

    16.1.   **Action:** Who will write the sections 1 and 2 of the report

    16.2.   **Action:** By what date will all group members be finished with their 2 interviews?

    16.3.   **Action:** Who will write section 4 of the report

17.   **Discuss:** Scope of Project - What is the minimum viable product?

    17.1.   **Action:** Agree on a set of features that compose the minimum viable product

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