Weekly Meeting Report #1

Team Nosh
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.
Result: An agreement or conclusion to an action or proposal within the meeting.

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. Start of Meeting: (5:10)

2. Roll Call: (5:10) **Less than 1 minute**

    2.1. –Everyone attended the meeting in-person except for Jasmine phoning in into the meeting.

3. Reading of the agenda: (5:10-5:12) **2 minutes**

4. Proposed changes to the agenda: (5:12) **Less than 1 minute**

5. Introductions: (5:12-5:13) **1 minute**

6. **Discuss:** Vision of project (5:13-5:24) **12 minutes**

    6.1. 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

7. **Discuss:** Group Name (5:24-5:26) **2 minutes**

    7.1. **Action:** Keep "Nosh", change, or postpone

    7.2. **Result:** Keep "Nosh" as a temporary name until the group can conceive a new name.

    Group teamwork discussion: includes sections 8 and 9 (5:27-5:46) **19 minutes**

8. **Discuss:** How will team members deal with another team member who appears to exercise too much control over the team?

    8.1. **Action:** Make an agreement on how to deal with the above agenda item

    8.2. **Result:** We all agreed to the following resolutions

         8.2.1.   There will be full group consensus with major decisions in the project.

         8.2.2.   There will be a clear division of labor.

         8.2.3.   At some point in each meeting, we will discuss group dynamics and resolve any problems we are having with one another

9. **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?

    9.1.   **Action:** Make an agreement on how to deal with the above agenda item

    9.2.   **Result:** We all agreed to the following resolutions

         9.2.1.   Life happens - When it does, just let the team know and we can work around it, preferably giving us 24 hour notice

         9.2.2.   If there is a pattern of infractions, the team is required to talk to the individual in question about what's going on and how the team can help

         9.2.3.   If work is not done, the name of the person is left off of it

         9.2.4.   If there are further infractions, a paper trail is maintained and the problem gets escalated

10. **Action:** Facilitator responsibilities (5:47-5:49) **2 minutes**

    10.1.   **Proposal**: Agenda written and distributed 2 days in advance

    10.2.   **Result**: Accepted

    10.3.   **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

    10.4.   **Result:** Accepted

    10.5.   **Proposal:** Reserves the room for the team meeting

    10.6.   **Result:** Accepted

11. **Action**: How should we handle the weekly report? (5:49-5:54) **5 minutes**

    11.1.   **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

    11.2.   **Result:** Accepted

12. **Action:** Meeting Schedule (5:49-5:54) **5 minutes**

    12.1.   Keep this time and place, different time, or change on the fly

    12.2.   **Proposal:** Monday or Wednesday

    12.3.   **Result:** Wednesday, 4-5pm, somewhere in the engineering building or wherever the facilitator reserves a room.

13. **Action**: Next meeting Facilitator

    13.1.   **Result**: Matt Rittenback

14. **Action**: Next meeting Minute-taker

    14.1.   **Result**: Maria Granroth

15. **Action**: GitHub Repo (5:54-5:55) **1 minute**

    15.1.   **Proposal:** Personal or Organization

        15.1.1.   Personal - Easy to setup, example https://github.com/clockian-NAU/Nosh

        15.1.2.   Organization - Normally cost $, might be possible to get one free

        Result: The group agreed to use the personal repository on GitHub.

16. **Discuss:** Should we use an third party communication app? (5:55-6:00) **5 minutes**

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

    16.2.   **Result:** We decided that there would be 3 forms of communication utilized:

        16.2.1.   –Email for general announcements and planning within the group.

        16.2.2.   –Slack for a real-time communication tool and discussion between members.

        16.2.3.   –SMS or texts as a last resort of communication and for emergencies.

        16.2.4.   Jasque Saydyk will set up the Slack by Saturday

        16.2.5.   Maria Granroth will set up contact list

17. **Discuss:** Team Project - D.1 Inception (6:00-6:05) **5 minutes**

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

    17.2.   **Result:** Jasque will write sections 1 and 2.

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

    17.4.   **Result:** The agreed upon due date for the interviews was Wednesday by 4pm.

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

    17.6.   **Result:** Maria will write section 4.

18. **Discuss:** Scope of Project - What is the minimum viable product? (6:05-6:09) **4 minutes**

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

    18.2.   **Result:** The group agreed that the minimum viable product for this project would be to have a website that we could enter ingredients into and receive recipes that use the inputted ingredients.

19. ~~**Discuss**: What web framework should we use?~~

   *Topic wasn't covered in this meeting, will push this discussion into next week's meeting.

    19.1.   To figure out what we are familiar with, what languages comfortable with, etc

20. **Discuss:** How is the group functioning? (6:09-6:10) **1 minute** – Topic can be added to next week's meeting for further discussion.

    20.1.   Consider aspects of the group dynamics that contribute to the success of the project

20.2. Raise any issues that are interfering with the effectiveness of the group and one's ability to complete the project on time

21. Closing Remarks (N/A)

22. Meeting Adjourned: (6:10)