

Please push to GitHub a word document or PDF with the following information -

- Project option selection

Monkeypox (MPX) infection rates in the European Union

- Create git repository

<https://github.com/SusanAwor/myrepo.git>

- Roles and responsibilities

Team's preferred communication method	Zoom/WhatsApp/Email
Team's preferred meeting times and frequency	Every weekend
Team's preferred method for tracking progress	Setting goals/timelines
Point person for contacting course facilitators with questions	Susan
Point person for submitting all milestones	Nakita

---

## Define roles and responsibilities

### Meeting Planning

- What is your team's preferred communication method - email, text, bcourse messaging? **All the above**
- When will your team be holding meetings? How frequently will you meet? Are there times or days that work well for everyone? **Weekends**
- Discuss future non-academic commitments that might affect members' availability. **Work/Family commitments**
- Discuss meeting tempo: "checking in" at the beginning of meetings versus "just sticking to business". **Both**

### Roles

- How is your team going to keep track of progress? Who will be taking minutes, creating agendas, and contacting the course facilitators with questions? **Susan**
- We encourage you to discuss potential dates and times to meet with a course facilitator during Weeks 3-5. Decide on the best date and time for all. **Saturdays 10am PST**
- Determine a point person to submit each assignment for the team. **Nakita**

## Conflict Management

- If a conflict arises, plan to solve the issue as soon as possible. This is best done using synchronous (Zoom, Google Hangouts) communication rather than asynchronous (email).
- If the group is unable to resolve the conflict, seek advice from the instructional team.