**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/NakitaN/r\_for\_ph\_monkeypox

* 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.