First Team Meeting Agenda

There is a difference between working as a group and functioning as a team. Take a few minutes at your first meeting to go through this agenda. Set someone to take notes from the beginning.

Introductions

These first questions should be answered by everyone. These are questions to individuals and may differ between teammates. Use this time to listen respectfully to your teammates (even if you're old buddies). Try not to assume you know the answers others might give.

1. Introductions (name, major, etc)
    a. State your name and major
    - **Peter, Mounir, and Ryan are computer science majors, while Saumya is a statistics major. Mounir is the only junior and everybody else is a senior**
2. Individual motivation
    a. What motivates each of you to put forth your greatest effort?
    - **Everyone values grades very strongly, and the seniors are focused on ensuring they graduate after this semester. Everyone also wants to make sure they develop their data science skills this semester.**
3. Individual goals for the project
    a. What grade does each person want?
    - **Everyone wants an A in the course, but Ryan mentioned just needing to graduate, and Peter agreed.**

    b. How much does learning something matter to each person? Is getting a good grade enough? Do you want a broad understanding beyond the scope of the project? Somewhere in between?
    - **A good grade is a standard expectation for everyone, but we all want to improve our knowledge of data science, and specifically for applications such as this project.**
4. Time willing to commit
    a. How much time are you willing to spend?
    - **Everyone's comfortable in spending 3 to 5 hours per week**

    b. If things don't go as planned, would you rather take a lower grade or work late into the night?
    - **A few extra hours here and there are okay, but at some point we do have other work to do.**

5. Time restrictions

a. Are there times you are unavailable to work on the project?

- **Class commitments as stated in the contract**

b. Are there other demands on your time which might impact the project?

- **We all have other hard classes that will take up our time.**

6. Strengths and weaknesses

a. What are your strengths? What are your weaknesses?

Combined strengths and weaknesses:

STRENGTHS	WEAKNESSES
Attention to detail	Unorganized code
Strong communication skills	Time management challenges
Experience with Python, Pandas, and data analytics (including machine learning)	Impatience in certain situations
Determination and accountability	Limited prior experience in data science for some members

b. How can each of you contribute best? (Be honest here.)

With Saumya and Ryan's experience in data science, they can contribute best with their technical understanding of the project. Mounir and Peter can contribute with other knowledge of computer science and a determination to get the work done.

Attention to Detail:

- **Ensuring code accuracy and catching errors during testing and debugging.**
- **Reviewing data for inconsistencies and improving data quality.**

Communication:

- **Facilitating clear and open communication within the team.**
- **Documenting progress and ensuring alignment across team members.**

7. Contact preferences

a. What are your first and second choices for getting in contact with each other?

- **Everyone agreed as text and email being their contact preferences.**

b. What are your expectations for response time?

- **Same-day responses by midnight, or at most around 12 hours.**

8. Concerns

a. What is your greatest concern about group work?

- **Uneven workload distribution, where one person ends up doing more than others.**
- **Miscommunication or lack of alignment on project goals.**
- **Delays caused by poor time management or missed deadlines.**

b. What are the best and worst experiences you've had with group work?

Best Experiences:

- **Collaborating with a proactive and communicative team where everyone contributes equally.**
- **Successfully completing a challenging project on time and feeling a sense of accomplishment as a group.**

Worst Experiences:

- **Dealing with team members who didn't contribute or ignored deadlines.**
- **Poor communication leading to misunderstandings and last-minute scrambles.**

Group Goals

Now, take the answers you gave as individuals above, and discuss *group* goals for project. Finalize group goal(s) to which everyone can agree. Note: finishing the group goals does not finish the first meeting! It is important to continue to discuss *how* you will meet those goals. (Turn to page two.....)

a. **Achieving a high grade on the project for each team member.**
b. **Communicate clearly, share the work fairly, and support each other**
c. **Help each other learn and grow by using everyone's strengths and improving on weaknesses.**

Team Workings

Once these items have been discussed with every team member contributing and listening, the team should decide on the logistics for the project. As you answer these questions, keep these things in mind:

- Documentation (Document everything, even for a small project!)
    - Who will act as scribe? **Peter Ising**
    - Where will these documents be kept? **Google Drive**
    - How will items be shared? **Via email**
    - Github repository link https://github.com/RyanHinshaw/csc442_group_project
- Scheduling and task planning
    - How will the team communicate?
        - **We have a group chat for texting and each other's emails.**
    - Agree on a method and response time expectation.
        - **We will use our group chat for typical communication, and we expect a response within a day, or before the next due date.**
- Contingency plans (Answers to these questions will evolve, but it's best to have them out in the open before beginning a team project.)
    - How will you handle a change in team membership?
        - **If we get a new member, we will give them all of our documentation and help them catch up. If a team member leaves, we will discuss how to share their responsibilities and reallocate them.**
    - How will you handle it if a member needs to change his commitments?
    - What happens when a team member is going to be late or absent from a team meeting?
        - **Send them our meeting notes so that they can read what was discussed in the meeting.**
    - What should a team member do if he/she becomes frustrated with another
    - member? How will the team handle a member who wants to do nothing? or who wants to do it all?
        - **If a member becomes frustrated, we will resolve the issue within the team, or if it cannot be resolved, we will raise concerns with the professor.**
    - What happens when a team member hasn't met his commitment and the deadline is approaching?
        - **We will request them to complete before the deadline. If they need help then another team member can assist, but if it happens again it can be brought up to the professor.**
    - Were there other failures mentioned above that you need to make a contingency plan for?
        - **None**

Project Logistics

Now that you've discussed the above, you can discuss the specific assigned project. (Too many teams skip the discussions above and only discuss the project; this leads to many misunderstandings which could have been avoided.)

1. What will be required in completing the project?

- **Clear Plan: Know exactly what the project will do and what needs to be done.**
- **Tools and Resources: Software and libraries for coding (like Python or Jupyter Notebook).**
- **Data Preparation: Collect and clean the data so it's ready to analyze.**

2. Roles: who will do what?

- **We will each share the responsibilities of the data science workflow, such as data collection, cleaning, etc. Peter will take the role of the scribe and documentation.**

Group Contract

Complete and sign a team contract. A sample is provided here Project Team Contract.

Scheduling

Thursday Jan 30 6 PM

Action Items

We're all interested in working with sports statistics, but we need to pick the sport we'd want to do a project on, ask meaningful questions that data could answer, and then pick an appropriate dataset.

Submit the Agenda and Team contracts - Ryan Hinshaw - By Next Monday's Deadline