

Agenda and Minutes 9/21/17 – 11/30/17

Group 5, Team Byte Strength: Sept 21st Agenda

Date: September 21st

Time: 5:00 pm - 6:15 pm

Group Members should bring: something to take notes and have taken some notes the charities we discussed in our first meeting

Duties:

- Luke D (Treasurer): Create Excel spreadsheet outlining resources in monetary value
- Tim F (Treasurer): Create Excel spreadsheet outlining where money is coming in and possible expenditures
- Robert Z (Recorder): submit agenda before meeting, take minutes and submit after meeting
- Harry M (Historian): Take/collect team photos and paperwork
- Brianna L (Mediator): Help solve any problems that other group members are having and relay other problems to the group
- Ellen P (Liaison): Find and contact the charity that we choose
- Alex S (Webmaster): Create and edit website for our work

Objective: Our objective for this meeting to finalize what charity we would like to do and then start to compile information about the charity to start our group work.

Plans to Accomplish Objective: We will discuss the charities that we narrowed down to last meeting and come to a group consensus about one charity. After we will begin to research the charity/organization and figure out what we need to do/make to fulfill the charity's needs.

Call to Order: 4:50 pm

Members present: Luke D, Tim F, Ellen P, Brianna L, Harry M, Alex S

Members absent: None

Member Reports:

- Luke D (Treasurer): started excel spreadsheet
- Tim F (Treasurer): started excel spreadsheet
- Robert Z (Recorder): posted agenda and keeping track of minutes
- Harry M (Historian): Taking group picture and keeping track of what is being done in the project
- Brianna L (Mediator): Helped everyone organize themselves and agreed to work as the groups video editor if needed
- Ellen P (Liaison): Got contact information for Boys and Girls club to discuss what they need
- Alex S (Webmaster): Created website and showed the group

Old Business: Roles and rules all laid out and finalized

New Business: Finalize the desired charity and start working on our proposal

Next Meeting:

Date: September 28th, 2017

Time: 5:00 pm - 6:00 pm

Needed Items:

- Luke D (Treasurer): Research costs of tree decorations and possible film equipment
- Tim F (Treasurer): Research costs of tree decorations and possible film equipment
- Robert Z (Recorder): Submit agenda and minutes for previous meeting
- Harry M (Historian): Taking group pictures and organizing the portfolio
- Brianna L (Mediator): Help anyone who need assistance and research how-to videos
- Ellen P (Liaison): Contact Boys And Girls club about the How-To videos
- Alex S (Webmaster): Brainstorm a more intuitive layout for the website

Adjourned: 6:00 pm

Group 5, Team Byte Strength: Sept 28th Agenda

Date: September 28th

Time: 5:00 pm - 6:15 pm

Group members should bring: Materials for completing the project proposal, any writing or research that has been done should be brought to help complete the proposal.

Duties:

- Luke D (Treasurer): Research monetary requirements for chosen organization
- Tim F (Treasurer): Research monetary requirements for chosen organization
- Robert Z (Recorder): Create and submit agenda, take minutes
- Harry M (Historian): Keep track of writing materials for the portfolio
- Brianna L (Mediator): Maintain order within the group and make sure everyone is on track with their work
- Ellen P (Liaison): Get contact information of organization to begin working with them
- Alex S (Webmaster): Website redesign/streamline

Objective: For this meeting we are going to focus on finalizing and completing our project proposal

Plans to Accomplish Objective: Everyone should use any writing or research they have completed to help with completing the proposal. We will be splitting up the required components of the proposal to complete it efficiently and effectively.

Call to Order: 4:57 pm

Members present: Luke D, Tim F, Ellen P, Brianna L, Harry M, Alex S

Members absent: None

Member Reports:

- Luke D (Treasurer): Researched organization requirements
- Tim F (Treasurer): Researched organization requirements
- Robert Z (Recorder): put agenda and minutes in forums
- Harry M (Historian): organized portfolio
- Brianna L (Mediator): reminded people of work that needed to get done
- Ellen P (Liaison): Contacted a rep from the organization get more information
- Alex S (Webmaster): updated website, more streamline.

Old Business: Officially decide on the organization we want to help and begin researching

New Business: Finish proposal for organization and make contact with a member from the organization

Next Meeting:

Date: October 3rd, 2017

Time: 5:00 pm - 6:00 pm

Needed Items:

- Luke D (Treasurer): Decide on amount of fund we need to film
- Tim F (Treasurer): Decide on amount of fund we need to film
- Robert Z (Recorder): Create agenda and put on forum
- Harry M (Historian): Keep track of work that is being done
- Brianna L (Mediator): Help keep everyone track, remind people if needed
- Ellen P (Liaison): Make contact with organization rep
- Alex S (Webmaster): Maintain website and add info as needed

Adjourned: 6:15 pm

Group 5, Team Byte Strength: Oct 5th Agenda

Date: October 5th

Time: 5:00 pm - 6:15 pm

Group members should bring: Any materials needed to begin laying out what we need to do for our selected organization.

Duties:

- Luke D (Treasurer): Keep track of organizational materials/funds
- Tim F (Treasurer): Keep track of organizational materials/funds
- Robert Z (Recorder): record minutes and submit online
- Harry M (Historian): Keep track of work that has been completed
- Brianna L (Mediator): Make sure everyone is ok with what they are doing
- Ellen P (Liaison): Made contact with organization to figure out project guidelines
- Alex S (Webmaster): Maintain website

Objective: Detail/Define the requirements for our selected organization project and begin planning on how we are going to complete it.

Plans to Accomplish Objective: Begin to layout the specified requirements given to use by the organization and organize how we are going to complete each part.

Call to Order: 4:58 pm

Members present: Luke D, Tim F, Ellen P, Brianna L, Harry M, Alex S, Robert Z

Members absent: None

Member Reports:

- Luke D (Treasurer): Laid out possible equipment needed for filming
- Tim F (Treasurer): laid out possible equipment needed for filming
- Robert Z (Recorder): submitted agenda and minutes
- Harry M (Historian): All current work is organized
- Brianna L (Mediator): Went over project deadlines and new requirements
- Ellen P (Liaison): Gave out information that was received from Boys and girls club rep
- Alex S (Webmaster): Updated website

Old Business: Finish and go over group project proposal

New Business: Look over new project requirements, make contact with group 19 to coordinate video effort and organize any needed filming equipment

Next Meeting:

Date: October 12th, 2017

Time: 5:00 pm - 6:00 pm

Needed Items:

- Luke D (Treasurer): Outline GANTT chart
- Tim F (Treasurer): Outline GANTT chart
- Robert Z (Recorder): Record minutes and submit online
- Harry M (Historian): Took new group picture in new meeting location
- Brianna L (Mediator): Cleared up any confusion on project requirements and deadlines
- Ellen P (Liaison): Make contact with boys and girls club rep to discuss what the video will need and/or other requirements
- Alex S (Webmaster): Share website access with everyone who has a github account

Adjourned: 6:00 pm

Group 5, Team Byte Strength: Oct 12th Agenda

Date: October 12th

Time: 5:00 pm - 6:15 pm

Group members should bring: Any questions they would like to ask the Boys and Girls Club representative

Duties:

- Luke D (Treasurer): Meet representative from the Boys and Girls Club

- Tim F (Treasurer): Meet representative from the Boys and Girls Club
- Robert Z (Recorder): Meet representative from the Boys and Girls Club and submit agenda
- Harry M (Historian): Meet representative from the Boys and Girls Club and take picture of representative meeting
- Brianna L (Mediator): Meet representative from the Boys and Girls Club
- Ellen P (Liaison): Meet representative from the Boys and Girls Club and keep in communication with Organization rep and group 19
- Alex S (Webmaster): Meet representative from the Boys and Girls Club and maintain website

Objective: Flesh out what exactly the Boys and Girls Club expects us to accomplish

Plans to Accomplish Objective: Meet with the Boys and Girls Club representative at the predetermined time and place

The group was going to meet with a representative from the Boys and Girls Club to discuss what we needed to create, what are requirements are and ask misc. questions about the project. Unfortunately, at the last minute, the rep had to change plans and could not meet with us. The group decided that there was not enough for us to do to warrant a meeting, so we decided not to meet and rescheduled a new time for us to meet with the rep.

Member Reports: There is nothing to report because we did not meet due to the rep rescheduling.

- Luke D (Treasurer):
- Tim F (Treasurer):
- Robert Z (Recorder):
- Harry M (Historian):
- Brianna L (Mediator):
- Ellen P (Liaison):
- Alex S (Webmaster):

Old Business: None

New Business: We still need to meet with the rep from the Boys and Girls Club due her last minute rescheduling.

Next Meeting:

Date: October 19th, 2017

Time: 5:00 pm - 6:00 pm

Needed Items: Everyone needs to bring any questions they have for the rep regarding the project

- Luke D (Treasurer):
- Tim F (Treasurer):
- Robert Z (Recorder): Also post agenda and minutes
- Harry M (Historian):
- Brianna L (Mediator):
- Ellen P (Liaison): Also make contact with B&G Club rep to reschedule meeting
- Alex S (Webmaster):

Adjourned: We did not have a meeting due to the rep rescheduling at the last minute

Group 5, Team Byte Strength: Oct 19th Agenda

Date: October 19th

Time: 5:00 pm - 6:15 pm

Group members should bring: any materials that they need for the meeting

Duties:

- Luke D (Treasurer): meet with group at regular spot and discuss other requirements for the video until Robert and Ellen get back from meeting with group 19

- Tim F (Treasurer): meet with group at regular spot and discuss other requirements for the video until Robert and Ellen get back from meeting with group 19
- Robert Z (Recorder): Post agenda and meet with group 19 to discuss video ideas for the boys and girls club
- Harry M (Historian): meet with group at regular spot and discuss other requirements for the video until Robert and Ellen get back from meeting with group 19
- Brianna L (Mediator): meet with group at regular spot and discuss other requirements for the video until Robert and Ellen get back from meeting with group 19
- Ellen P (Liaison): meet with group 19 to discuss video ideas for the boys and girls club
- Alex S (Webmaster): meet with group at regular spot and discuss other requirements for the video until Robert and Ellen get back from meeting with group 19

Objective: Discuss requirements for the boys and girls club video and make contact with group 19

Plans to Accomplish Objective: The recorder and Liaison will be meeting with group 19 to discuss video ideas for the boys and girls club and afterwards will report back to the group to finalize everything before moving forward with the video

Call to Order: 5:00 pm

Members present: Luke D, Tim F, Ellen P, Brianna L, Harry M, Alex S, Robert Z

Members absent: None

Member Reports: The group as a whole had met with Jenny today, along with group 19, to talk about the videos for the Boys and Girls Club. We discussed requirements, what she was looking for, equipment, and we about possibly sharing videos between the groups to make things easier for us.

- Luke D (Treasurer): Met with Jenny
- Tim F (Treasurer): Met with Jenny
- Robert Z (Recorder): Met with Jenny and posted agenda
- Harry M (Historian): Met with Jenny and took a picture of us meeting at the Junior High
- Brianna L (Mediator): Met with Jenny
- Ellen P (Liaison): Made contact with Jenny about setting up the meeting and met with Jenny
- Alex S (Webmaster): Met with Jenny

Old Business: Meet with Jenny and group 19 to discuss video logistics: equipment, content of the video, times to film, and sharing videos between groups

New Business: Wait for Jenny to contact us about video layout and begin laying out a storyboard for the video content

Next Meeting:

Date: October 26th, 2017

Time: 5:00 pm - 6:00 pm

Needed Items:

- Luke D (Treasurer): Any questions related to filming
- Tim F (Treasurer): Any questions related to filming
- Robert Z (Recorder): Minutes from last meeting to discuss video requirements
- Harry M (Historian): Portfolio status
- Brianna L (Mediator): Any film equipment (camera) and advice
- Ellen P (Liaison): Anything that Jenny has mentioned or suggested
- Alex S (Webmaster): Update website

Adjourned: 5:45 pm

Group 5, Team Byte Strength: Oct 26th Agenda

Date: October 26th

Time: 5:00 pm - 6:15 pm

Group members should bring: Any notes that took during our meeting with Jenny from the Boys and Girls Club

Duties: We will all be working in the mid-term group assessment

- Luke Dahleen (Treasurer): Work on GANTT Chart
- Tim Ford (Treasurer): Work on GANTT Chart
- Robert Zacchigna(Recorder): post agenda and take minutes
- Harry Manny (Historian): Compile group documents
- Brianna Lehnén (Mediator): begin to take inventory of film equipment
- Ellen Plutchak (Liaison): Begin to schedule times to start filming
- Alex Shaw (Webmaster): Update website with new information

Objective: Schedule times to start filming and complete mid-term group assessment

Plans to Accomplish Objective: We will be making contact with Jenny to establish times we can come in and film the kids. To complete the assessment we will all be getting together to work on it.

Call to Order: 5:00 pm

Members present: Luke Dahleen, Tim Ford, Ellen Plutchak, Brianna Lehnén, Harry Manny, Alex Shaw, Robert Zacchigna

Members absent: None

Member Reports:

- Luke Dahleen (Treasurer): GANTT Chart progress/updates
- Tim Ford (Treasurer): GANTT Chart progress/updates
- Robert Zacchigna (Recorder): posted agenda and minutes
- Harry Manny (Historian): organized current status of group documents
- Brianna Lehnén (Mediator): acquired camera equipment for filming
- Ellen Plutchak (Liaison): Made contact with Jenny about times for filming
- Alex Shaw (Webmaster): Updated website and created a KB board

Old Business: Organize thoughts for video and complete group mid-term assessment

New Business: Coordinate with group 19 about times to film the Boys and Girls Club

Next Meeting:

Date: November 2nd, 2017

Time: 5:00 pm - 6:00 pm

Needed Items:

- Luke Dahleen (Treasurer): Work on GANTT Chart
- Tim Ford (Treasurer): Work on GANTT Chart and create a document to keep track of group member hours
- Robert Zacchigna (Recorder): post minutes and create next agenda
- Harry Manny (Historian): Come up with filming ideas and/or questions/topics to talk to the kids about
- Brianna Lehnén (Mediator): Come up with filming ideas and/or questions/topics to talk to the kids about
- Ellen Plutchak (Liaison): Make contact with group 19 and Jenny to discuss times to film and where to film
- Alex Shaw (Webmaster): Come up with filming ideas and/or questions/topics to talk to the kids about

Adjourned: 6:19 pm

Group 5, Team Byte Strength: Nov 2nd Agenda

Date: November 2nd

Time: 5:00 pm - 6:15 pm

Group members should bring: Filming equipment and any scripts for the kids to read

Duties:

- Luke Dahleen (Treasurer): Update Hours sheet and bring scripts
- Tim Ford (Treasurer): Update GANTT Chart and bring scripts
- Robert Zacchigna (Recorder): post agenda and bring scripts
- Harry Manny (Historian): take pictures and collect scripts/notes
- Brianna Lehnert (Mediator): Bring filming equipment
- Ellen Plutchak (Liaison): organize meeting place and location for filming
- Alex Shaw (Webmaster): update website

Objective: Film the kids at the boys and girls club

Plans to Accomplish Objective: We will be bringing some filming equipment and scripts/ideas for the kids when we film them

Call to Order: 5:15 pm

Members present: Luke Dahleen, Tim Ford, Ellen Plutchak, Brianna Lehnert, Harry Manny, Alex Shaw, Robert Zacchigna

Members absent: None

Member Reports:

- Luke Dahleen (Treasurer): started filming at the boys and girls club
- Tim Ford (Treasurer): started filming at the boys and girls club
- Robert Zacchigna (Recorder): posted agenda and post minutes
- Harry Manny (Historian): acquired Boys and girls club volunteer booklet
- Brianna Lehnert (Mediator): Started filming the various kids at the boys and girls club
- Ellen Plutchak (Liaison): Made contact with the unit leader of the other boys and girls club
- Alex Shaw (Webmaster): updated website with new info

Old Business: Filmed the various age groups of the boys and girls club and their programs

New Business: Need to go to the club later to film the teen group and their programs and draft out script for voice over

Next Meeting:

Date: November 9th, 2017

Time: 5:00 pm - 6:00 pm

Needed Items:

- Luke Dahleen (Treasurer): drafts of possible scripts for voice overlay
- Tim Ford (Treasurer): drafts of possible scripts for voice overlay
- Robert Zacchigna (Recorder): filming ideas and script draft
- Harry Manny (Historian): notes on the boys and girls club volunteer booklet
- Brianna Lehnert (Mediator): filming equipment
- Ellen Plutchak (Liaison): contact with group 19 and unit leader of the boys and girls club
- Alex Shaw (Webmaster): drafts of possible scripts for voice overlay

Adjourned: 6:15 pm

Group 5, Team Byte Strength: Nov 9th Agenda

Date: November 9th

Time: 5:00 pm - 6:15 pm

Group members should bring: materials needed for writing the script for the voice overlay and materials for the Project Runway Paper

Duties:

- Luke Dahleen (Treasurer): Travel to the boys and girls club to film
- Tim Ford (Treasurer): Will work on project runway paper and stay behind to work on script

- Robert Zacchigna (Recorder): post agenda, work on script and project runway paper
- Harry Manny (Historian): Will work on project runway paper and stay behind to work on script
- Brianna Lehnner (Mediator): Travel to the boys and girls club to film
- Ellen Plutchak (Liaison): Travel to the boys and girls club to film
- Alex Shaw (Webmaster): Will work on project runway paper, stay behind to work on script and update website

Objective: Work on Project Runway paper, work on voiceover script, and film at the boys and girls club.

Plans to Accomplish Objective: We will first work on the project runway paper and then half the group will go and film at the boys and girls club while the other half works on the voiceover script for the video.

Call to Order: 5:00 pm

Members present: Luke Dahleen, Tim Ford, Ellen Plutchak, Brianna Lehnner, Harry Manny, Alex Shaw, Robert Zacchigna

Members absent: None

Member Reports:

- Luke Dahleen (Treasurer): Went to the boys and girls club to film some more
- Tim Ford (Treasurer): GANTT Chart and hours are up to date
- Robert Zacchigna (Recorder): posted agenda and brought script ideas
- Harry Manny (Historian): took new selfie of the group working on the paper
- Brianna Lehnner (Mediator): Went to the boys and girls club to film some more
- Ellen Plutchak (Liaison): brought materials to work on project runway paper
- Alex Shaw (Webmaster): updated website with hours and GANTT Chart

Old Business: Work on project runway paper and film the boys and girls club

New Business: Finish voiceover script, possibly start voice overlay and finish project runway paper

Next Meeting:

Date: November 16th, 2017

Time: 5:00 pm - 6:00 pm

Needed Items:

- Luke Dahleen (Treasurer): Bring materials to work on project runway paper and script
- Tim Ford (Treasurer): Update GANTT Chart and hours
- Robert Zacchigna (Recorder): post agenda and bring materials to work on project runway paper and script
- Harry Manny (Historian): Bring materials to work on project runway paper and script
- Brianna Lehnner (Mediator): Bring materials to work on project runway paper and script
- Ellen Plutchak (Liaison): contact Jenny to provide status report on what we have completed so far
- Alex Shaw (Webmaster): update website with new materials

Adjourned: 7:00 pm

Group 5, Team Byte Strength: Nov 16th Agenda

Date: November 16th

Time: 5:00 pm - 6:15 pm

Group members should bring: materials to finish the Project runway paper

Duties:

- Luke Dahleen (Treasurer): Got to the boys and girls club to film the message from the CEO
- Tim Ford (Treasurer): Bring any materials needed to finish the Project Runway paper

- Robert Zacchigna (Recorder): Bring any materials needed to finish the Project Runway paper
- Harry Manny (Historian): Bring any materials needed to finish the Project Runway paper
- Brianna Lehnert (Mediator): Got to the boys and girls club to film the message from the CEO
- Ellen Plutchak (Liaison): Bring any materials needed to finish the Project Runway paper
- Alex Shaw (Webmaster): Bring any materials needed to finish the Project Runway paper

Objective: Finish filming the boys and girls and finish project runway paper

Plans to Accomplish Objective: Two of our group members will be going to film the message from the Boys and Girls club CEO and the rest will be working on finishing the Project Runway paper

Call to Order: 5:00 pm

Members present: Luke Dahleen, Tim Ford, Ellen Plutchak, Brianna Lehnert, Harry Manny, Alex Shaw, Robert Zacchigna

Members absent: None

Member Reports:

- Luke Dahleen (Treasurer): Filmed the boys and girls club CEO and finished Project Runway Paper
- Tim Ford (Treasurer): Worked on and finished Project Runway Paper
- Robert Zacchigna (Recorder): Worked on and finished Project Runway Paper
- Harry Manny (Historian): Worked on and finished Project Runway Paper
- Brianna Lehnert (Mediator): Filmed the boys and girls club CEO and finished Project Runway Paper
- Ellen Plutchak (Liaison): Worked on and finished Project Runway Paper
- Alex Shaw (Webmaster): Worked on and finished Project Runway Paper

Old Business: Film the Boys and Girls Club CEO and finish Project Runway Paper

New Business: Write voice overlay script and finish editing video

Next Meeting:

Date: December 1st, 2018

Time: 5:00 pm - 6:00 pm

Needed Items:

- Luke Dahleen (Treasurer): Writing materials
- Tim Ford (Treasurer): Updated GANTT Chart
- Robert Zacchigna (Recorder): Writing materials and voice
- Harry Manny (Historian): Writing materials and current portfolio
- Brianna Lehnert (Mediator): Writing materials
- Ellen Plutchak (Liaison): Writing materials and any information/contact with
- Alex Shaw (Webmaster): Writing materials and updated website

Adjourned: 6:30 pm

Group 5, Team Byte Strength: Nov 30th Agenda

Date: November 30th

Time: 5:00 pm - 6:15 pm

Group members should bring: Any misc. things we are missing for the portfolio

Duties:

- Luke Dahleen (Treasurer): Update Hours, GANTT Chart
- Tim Ford (Treasurer): Update Hours, GANTT Chart
- Robert Zacchigna (Recorder): Post agenda and compile all previous minutes notes
- Harry Manny (Historian): compile all necessary documents needed for the portfolio

- Brianna Lehnen (Mediator): finish or be close to finishing video and gather other video materials
- Ellen Plutchak (Liaison): Contact Megan for closing group meeting with her.
- Alex Shaw (Webmaster): Update website with any portfolio materials that are still needed

Objective: Finish video and portfolio

Plans to Accomplish Objective: We will discuss the current status of all the materials for the portfolio and begin to compile everything together.

Call to Order: 4:57 pm

Members present: Luke Dahleen, Tim Ford, Ellen Plutchak, Brianna Lehnen, Harry Manny, Alex Shaw, Robert Zacchigna

Members absent: None

Member Reports:

- Luke Dahleen (Treasurer): GANTT Chart and Hours up to date
- Tim Ford (Treasurer): GANTT Chart and Hours up to date
- Robert Zacchigna (Recorder): Agenda posted and video parts completed
- Harry Manny (Historian): All group photos collected and put into the portfolio
- Brianna Lehnen (Mediator): Video parts have been completed
- Ellen Plutchak (Liaison): Set up closing meeting with Megan
- Alex Shaw (Webmaster): Putting all parts on the website (Portfolio)

Old Business: look through portfolio to figure out what else we need to do.

New Business: Finalize the portfolio for submission

Next Meeting:

Date: December 7th, 2017

Time: 5:00 pm - 6:00 pm

Needed Items:

- Luke Dahleen (Treasurer): any other portfolio materials that may have been forgotten
- Tim Ford (Treasurer): any other portfolio materials that may have been forgotten
- Robert Zacchigna (Recorder): any other portfolio materials that may have been forgotten
- Harry Manny (Historian): any other portfolio materials that may have been forgotten
- Brianna Lehnen (Mediator): any other portfolio materials that may have been forgotten
- Ellen Plutchak (Liaison): any other portfolio materials that may have been forgotten
- Alex Shaw (Webmaster): Finalized portfolio and any other portfolio materials that may have been forgotten

Adjourned: 5:50 pm