Week 1: Team Log

This week we finalized our workflow process which entailed setting up our tools. This included creating a Kanban board on Jira, creating a Google Drive with all our documents for collaboration, creating a slack channel for discussion and organizing our GitHub in preparation for code sharing. We also created a weekly meeting schedule that includes daily stand-ups at 10am, weekly meetings with Scott on Tuesday, spring planning on Fridays and weekly client meetings with UDL on Fridays as well. In order to make our meetings and presentations run smoothly and efficiently we created templates on our google drive for easily filling out (i.e. meeting minute, weekly presentation, and client meeting agenda templates). This week we started our first sprint, which we predicted would take a bit longer, since it was our first one. We decided to go with a combination of Kanban and Scrum style workflow, which still includes weekly sprints but with a Kanban board and specific tasks assigned to people. We thought this flow would be good for our project and associated timeline. Tasks are assigned in Jira on our Kanban board with Eva taking organizational lead on it. We also had our first successful client meeting to talk about the project more and get additional clarification. Connor lead the meeting with Eva taking notes throughout. This first week we also explored the data & metadata and started to explore relevant machine learning solutions. Alex looked into what the pipeline would look like and created flowcharts for better understanding, which we added into our presentations. Lastly, Claudia started an outline for the project proposal and group members were assigned sections to complete.

Tasks for the Next Week

1. Submit proposal draft to UDL on May 4th

2. Finalize proposal draft and submit on GitHub

3. Exploratory Data Analysis and understanding data dictionaries

4. Meet with UDL about setting up Databricks to stream data

5. Select relevant features