Team Name: Collaboration Team

Date of Submission: 09/05/21

Meeting Date & Time: 09/03/21 + 09/05/21

Meeting Location: Virtual

Meeting Duration: 120 mins

|  |  |  |
| --- | --- | --- |
| Team Members | X = Present | Notes |
| Martin Kariuki | x | Physical attendance |
| Alexander Chiem | x | Physical attendance |
| Max Burrell | x | Virtual attendance |
| Damian Avery | x | Physical attendance |
|  |  |  |

Progress:

This weekly meeting marked the first initial team formation. We as a group simply discussed different ideas amongst each other to decide what project to do. We also briefly discussed each other’s backgrounds and experience level. A collection of information was obtained to satisfy code of conduct and team minute requirements such as WSU IDs, full names, and contact information. Our first physical meeting is scheduled to take place on 09/06/21. We hope to have a project decision made, go over meeting times, and project execution.

Damian Avery:

Over this meeting I introduced myself and provided my background and experience. I also shared my #1 project idea and we discussed what resources we could take advantage of to accomplish any project selection.

Martin Kariuki:

I created a line of communication for all our group members so we can keep in touch and collaborate. We used this line of communication for our virtual meetings and discussed ideas. I asked team members to share their ideas and provided mine as well.

Alexander Chiem:

I shared my project idea and discussed physical meeting time availability. I kept in mind what is executable from our project options and we as a team agreed that my idea may be more approachable going forward.

Max Burrell:

We shared our different skills and I provided my experience and background to the group. I provided my availability outside of my work hours to help schedule team meeting times. I made sure that we could all physically participate in project efforts. I also picked the location for our meeting.

Project Tracking (current work): Assignments and activities are to be tracked until completed.

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Assignment | Due Date | % Complete |
| All members | Project decision, resource to utilize | 09/06/21 | 33% |

Plan (future work):

|  |  |
| --- | --- |
| Assignment | Due Date |
| No future work has been assigned. A project decision must first take place (Current work) | 09/06/21 |

Issues:

No issues at this time.

Include the schedule for the next meeting:

Meeting Date & Time 09/06/2021 12:00pm - TBD

Meeting Location: Social Tap