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.

    - **My name is Anthony Brown and I am a senior computer science major.**

    - **My name is Nikhil Vasudeva and I am a third year computer science student.**

    - **I am Fisher Eskew and I'm a junior CS major**

    b. Optional: tell one crazy thing about yourself which the others might not know.

    - **Nikhil Vasudeva: I have visited over 30 states in the country and have been on over 100 flights in my life.**

2. Individual motivation

    a. What motivates each of you to put forth your greatest effort?

    (Grades? Competition? Approval? Completion?)

    - **Anthony Brown: I am motivated by my desire to earn good grades and learn useful skills. When I start a project, I would like to complete it.**

    - **Nikhil Vasudeva: If my company of friends are hard workers and put in their greatest effort, it motivates me to be like them. Also, the thought that my work may affect my future motivates me to put my greatest effort**

    - **Fisher Eskew: I enjoy what I am learning and the skills I am developing are skills that I will use in**

my career.

3. Individual goals for the project

    a. What grade does each person want?

- **Anthony Brown: I want to earn an A.**

- **Nikhil Vasudeva: I am hoping to earn an A**

- **Fisher Eskew: I'd like to earn an A**

    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?

- **Anthony Brown: I want to use the project as an opportunity to learn more about the subject matter that we will study to inform our analysis.**

- **Nikhil Vasudeva: Learning something is the most important thing for me when taking a class like this because I know the knowledge I will get will apply in the real job. Getting a good grade is only enough for me if the class is irrelevant to what I want my full-time career to be**

- **Fisher Eskew: Learning is important. I want to fully understand what I am doing so that I can use what I learned for future projects. I'd rather learn and get a bad grade than get an A and not have learned anything.**

4. Time willing to commit

    a. How much time are you willing to spend?

- **Anthony Brown: I am willing to spend 5-8 hours per week outside of class time.**

- **Nikhil Vasudeva: I am willing to spend 5-10 hours per week on this project**

- **Fisher Eskew: I'll commit 5-8 hours per week for this class**

    b. If things don't go as planned, would you rather take a lower grade or work late into the night?

- **Anthony Brown: If things don't go as planned, I would rather take a lower grade as long as it is a passing grade.**

- **Nikhil Vasudeva: I would rather work late into the night.**

- **Fisher Eskew: Depends, but typically late night**

5. Time restrictions

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

   - **Anthony Brown: I am typically unavailable to work on the project on Wednesday. My last class every day ends before 3:50pm so I have limited time to work on the project before then. I am unavailable to work on the project between 9pm and 9am on all days.**

   - **Nikhil Vasudeva: I am unavailable before 4pm from Monday-Thursday. I am not available from 3-6pm on Fridays. Every once in a while, I leave town for the weekend and won't be available, but that will be communicated with the group**

   - **Fisher Eskew: Usually unavailable during the week before 1pm and between 4pm & 8pm**

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

   - **Anthony Brown: I am working on projects in other courses which limits how much time I can spend on this project.**

   - **Nikhil Vasudeva: I have a very heavy course load schedule, so work in other classes might hinder my ability to work on this project, but I am pretty good at managing my time.**

   - **Fisher Eskew: Course load, other commitments outside of school**

6. Strengths and weaknesses

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

   - **Anthony Brown: I have skills in database management and Python. I have only introductory knowledge of statistics.**

   - **Nikhil Vasdeva: I have used Python a lot and also I am pretty good at visualizing data using libraries like matplotlib. I am pretty weak at using R Studio and don't know many statistical methods to analyze our data.**

- **Fisher Eskew: I have some experience with python and very little experience with R, I have some experience with sql & databases. I currently have an introductory understanding of stats.**

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

- **Anthony Brown: I can merge different datasets and clean the data to prepare for further analysis.**

- **Nikhil Vasudeva: I think I will be best at organizing our data and then performing operations on it to get some information out of it. I think I would better be able to answer this question once our dataset is chosen**

- **Fisher Eskew: Not entirely sure yet, but I think I would be alright at working with the data to answer questions**

7. Contact preferences

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

- **Anthony Brown: I expect we will contact each other through Discord. I expect a response within 12 hours.**

- **Nikhil Vasudeva: I expect to be texting each other through a Discord group chat. I am expecting responses within 6 or less hours. My second choice is through email because I am constantly looking at that throughout the day. I expect responses to emails be replied to within 12 hours.**

- **Fisher Eskew: Text is best for me, but discord works well too and responses should come within a few hours. Emails will be by the end of the day**

8. Concerns

a. What is your greatest concern about group work?

- **Anthony Brown: I am concerned about scheduling time to meet.**

- **Nikhil Vasudeva: I am concerned about if we could get our work done with a valid buffer time before the due date, so we can practice presenting our project with the final**

work/results.

- **Fisher Eskew: Biggest concern would be finding meeting times.**

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

- **Anthony Brown: The best experience I've had with group work was working with a group where each member was prepared for meetings and communicated often. The worst experience I've had was working with a team member that communicated rarely and did not update on their progress.**

- **Nikhil Vasudeva: The best experience I've had with a group is when they would communicate to me and the rest of the group when they would expect to finish their portions of the work. If they ever ran into trouble, they would explicitly say something. It made it so easy to get things done and help each other when it was needed. The worst experience I had was when the group didn't work on anything until the last day before the assignment was due, and they also would take more than a day to reply to some messages.**

- **Fisher Eskew: Best is when roles & tasks are explicitly mapped out, people communicate when they run into trouble and give updates for progress. Worst is when the team does not communicate well or assign tasks well.**

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.

- The first goal we have is to learn how to work together in a group by assigning tasks to each member, and approving each other's work by giving feedback. We also want to be able to create a final presentation demonstrating our results of the project, and showing to our audience that each member in our group has a deep understanding of the dataset and its domain.
- Each of us wants to gain knowledge and information on the dataset we are studying by finding patterns, outliers, and trends in the data. We want to do this by statistically analyzing, cleaning, and visualizing the data in a way that gives us a comprehensive understanding of its structure and relationships.
- All of us have written down our strengths and weaknesses on the Team Contract. Our last

end goal is to further strengthen our knowledge on the tools and languages we are good with, but also challenge ourselves to improve in areas where we feel less confident. We want to finish this project with experience in using tools we may not be as familiar with, so when we come across similar projects in the future, it feels much easier to proceed.

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?
    - The role as scribe will be rotated every week as necessary.
  - Where will these documents be kept?
    - Documents will be kept in a shared Google Drive folder
  - How will items be shared?
    - Documents will be shared in a Google Drive folder.
    - Code will be shared through Github or Colab notebook files
  - Github repository link
    - **Link:** https://github.com/anthonybrown0528/csc-442-course-project
- Scheduling and task planning
  - How will the team communicate?
    - The team will communicate through Discord and email.
  - Agree on a method and response time expectation.
    - We will communicate mainly through Discord and occasionally through email.
    - We expect the response time for communications to be within 12 hours.
- 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?
    - Assigned tasks will be discussed and redistributed after the change occurs.
  - How will you handle it if a member needs to change his commitments?
    - That team member's tasks will be redistributed to the other members of the team according to availability.
  - What happens when a team member is going to be late or absent from a team meeting?
    - The team member is expected to catch up on what was discussed during the meeting and will work on tasks that were assigned to them during the meeting.

- ○ If the team member is consistently late or absent, we will discuss the issue as a team to resolve the issue.
- ● 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 team member becomes frustrated with another member, they are encouraged to discuss the issue together.

  - ○ If a team member does not contribute at all, the team will discuss this with them, and the course instructor will be informed of their lack of contribution if the issue is not resolved.

  - ○ If a team member does not allow other team members to contribute, the team will discuss this with them, and the course instructor will be informed of their lack of contribution if the issue is not resolved.

- ● What happens when a team member hasn't met his commitment and the deadline is approaching?
  - ○ When a team member hasn't met his commitment, the scope of the task will be re-evaluated and the team will help resolve issues that are impeding progress.
- ● Were there other failures mentioned above that you need to make a contingency plan for?

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? **Individual tasks will be assigned to each member of the group to split the workload. Communication is required to update each team member on the progress of everyone's work. Lastly, collaboration will be needed to create a presentation that can be presented equally among the team members.**

2. Roles: who will do what?

Shared Responsibility: Data Collection, Feature Selection, Data Cleaning

Anthony Brown:

Responsible for Data collection, Data Merging, Database setup / SQL. Will also help in identifying trends or recurring patterns in the dataset using statistical and visualization techniques

Nikhil Vasudeva: Responsible for calculating descriptive statistics and creating visualizations of the data

Fisher Eskew: Responsible for finding correlations between features/variables, and identifying outliers in the dataset

Group Contract

Complete and sign a team contract. A sample is provided here [Project Team Contract.](#)

Scheduling

February 1st, 2025 at 1:00 PM EST.

Action Items

Take a moment before you leave to review the action items for each team member. Include who is doing what, when, and how you will follow up. Make sure that someone is documenting action items in a way that everyone can view them.

Task	Person Responsible	Due Date	Comment
Search for usable datasets to discuss in the next meeting	All team members	January 31, 2025, 11:59pm	
Store interesting datasets in a shared document	All team members	January 31, 2025, 11:59pm	
Review some of the datasets in the shared document to discuss in the next meeting	All team members	January 31, 2025, 11:59pm	