

## Milestone #1

Group 2: Virginia Chan, Antoinette Stetzenmeyer, Patrick Traynor

### Project option selection

#### **Scenario 2: COVID Vaccination Updates in California**

### Group's git repository link

[https://github.com/astetzenmeyer/PH251\\_project](https://github.com/astetzenmeyer/PH251_project)

### Roles and responsibilities

- Team's preferred communication methods
  - We will communicate via email and Whatsapp. We have a group chat set up in Whatsapp for urgent matters but will mainly be communicating via email.
- Team's preferred meeting times and frequency
  - We have recurring Zoom meetings set up for Sundays at 6pm. We have been using this time to review problem sets and will now also use this time to discuss the milestones and prepare for upcoming deadlines. The meeting tempo will be to check in with each other at the beginning then we will discuss the course work. At the end of each meeting, we will delegate action items for each other to complete for the week. We will make sure the work is completed by the following Sunday prior to our meeting.
- Team's preferred method for tracking progress
  - We will assign action items to each other, so we know who is supposed to work on what for each milestone. We are really good with communicating via email and will be sure to check in with each other for progress.
- Point person for contacting course facilitators with questions
  - We agreed that any of us can be the point person to ask questions. We all have different schedules and personal obligations, so we do not want to burden a specific team member. We are flexible with this.
- Point person for submitting all milestones
  - We agreed to each take turns submitting milestones.