**Meeting Notes from the Client Meeting**

Project Name: Environment Justice

Client’s Name: Dr. Chunrong Jia

Meeting Time: Feb 2, 2024, 11.00am – 11.20am

Topic: First meeting with the client

Group member: Alissa Martini, Baldwin Edwards, Jiaqi (Jackie) Xu

Recorder: Jiaqi (Jackie) Xu

Meeting Notes:

The main purpose of the project is to find “The Major Pollution term in Tennessee” based on catching reliable news from online professional media platform.

The final form supposed to be a report of the date/time, location, (how?) the pollution terms include water, air, waste and noise happens in Tennessee. The client also preferred to get a vision of “Word Cloud” and “A Map of pollution of Tennessee”.

The first goal is helping client to collect the reliable information to show “The Frequently Pollution term in Tennessee in past five years (2019-2023)”. The client would provide some seed/key words, but the group members have to explorer more seed/key words to collect overall news/database as we could. Meanwhile, the group members are requested to look for a list of the social news platform (such as Fox news, wreg etc) and professional platform about environment reports, so that we could ensure all the data/information we get are trusted and reliable.

The specific AIM-1 is for the “frequently pollution”, we’re also encouraged to move on to the AIM-3, which is to track future environmental pollution events after complete AIM-1.

**Goals for the project:**

1. A dashboard which is easy to export a excel/table/text report with the past information of pollution event happening in Tennessee, which applies terms selections (water, air, waste, noise), period time selections (year, month, day), location selection (county, city name of TN) and the recourse information (title, reporter, recourse link address)

2. A Word Cloud tool base on the date selection with terms, period time, location and recourse selection to show the results perceptually.

3. A Map of Tennessee Pollution events of reliable data collection with terms, period time, location and recourse selection.

**Goals for Sprint 1:**

1. Collect a list of online **news platform** (will verify with the client) from two part:

a) social news platform, such as Fox news, CNN, Localmemphis

b) professional environment reporter news platform

2. Collect a list of **seed/key word** of pollution event, including the professional vocabulary for the pollution terms, such as PM2.5 for the air pollution, so on.

3. Design vision looking for the final report form of the Dashboard, word cloud, and map.

**Team Contract Template**

Step 1: Discuss.

*What would we have to actively do to make this team project suck?*

* ***never meeting in person***
* ***no communication (dead discord)***
* ***not asking for help***
* ***being a loner***
* ***Improper procedures (push things accordingly)***
* ***Us not getting along***
* ***constantly asking where there work is or if they’ve done (not doing work)***

*Therefore, what do we agree to actively do to make this a fun and fruitful team?*

*Note: do not just say “we won’t do the things listed above”*

* **-*We listen to each other***
* ***- we will make a schedule and have a way to mark progress. (Actively describe our work)***
* ***- we do our work, and everyone participates.***

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Step 2. Decide. These are the terms of group conduct and cooperation that we agree on as a team.

* ***Team Name: Environmental Justice League***

**Team Meetings**: We agree to...

*Who? When? Where? How often?*

* ***at least 2x a week***
* ***Tuesday class time-till 5:30***
* ***Fridays- Alissa, Jiaqi, Baldwin (anytime in the morning) (can do virtual)***

**Communication**: We agree to....

*Will you use text, email, GroupMe, Slack, something else? How often should team members check this channel of communication? How soon do team members expect a reply?*

* ***we will discord as the main communication as well as using zoom and teams to call when needed.***
* ***we will share emails***

**Team Manager**: We agree to....

*For example, who will set meeting agendas, who will take notes during meetings, who will be responsible for storing physical artifacts? What other roles might make your team run smoothly?*

* ***-so we will keep each other in check***
* ***- Alissa can send reminders and we will delegate roles as they come up.***

**Conflict**: We agree to...

*What disagreements do you anticipate? What will you do when there is disagreement on the team? How will your team make decisions? Unanimous vote? Majority rules? The team leader decides?*

* ***We will vote when voting decisions arise.***
* ***if there’s a problem we will come up with a group solution***

**Consequences:** We agree to…

*What will happen if someone doesn’t follow this team contract? Be specific and clear. This should be determined by your team, not by the instructor.*

* ***we will call you out on your BS***
* ***give a warning then eventually take extreme measures***
* ***document who isn’t pulling their weight (give credit where credit is needed)***

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| Team Member’s Name | Team Member’s Signature |
| Alissa Martini | Alissa Martini |
| Jiaqi Xu | Jiaqi Xu |
| Baldwin Edwards | Baldwin Edwards |
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