

Morgan Lovato, Madison Boman, Claudia Coronel, Hyungi Choi
CS 386 Software Engineering
2 February 2018
First Meeting

Agenda: Friday February 2- 1pm in Marker Room of Library

- Facilitator: Morgan
- Minute Taker: Claudia
- This week we will discuss how, when, and where our weekly meetings will be held for the remainder of this project – 15 minutes
- This week we will also decide who will be each roll I each meeting for the remainder of this project – 15 minutes

Group Name: “Hold the Mayo”

Meeting Schedule: Every Wednesday at 6:10-6:15pm in Marker Room of Library

MEETING DATE	FACILITATOR	MINUTE TAKER
Meeting 1 (2/2)	Morgan	Claudia
Meeting 2 (2/7)	Madison	Hyungi
Meeting 3 (2/14)	Claudia	Morgan
Meeting 4 (2/21)	Hyungi	Madison
Meeting 5 (2/28)	Morgan	Claudia
Meeting 6 (3/7)	Madison	Hyungi
Meeting 7 (3/14)	Claudia	Morgan
Meeting 8 (3/21)	SPRING BREAK ~NO MEETING~	
Meeting 9 (3/28)	Hyungi	Madison
Meeting 10 (4/4)	Morgan	Claudia
Meeting 11 (4/11)	Madison	Hyungi
Meeting 12 (4/18)	Claudia	Morgan
Meeting 13 (4/25)	Hyungi	Madison
Meeting 14 (5/2)	Morgan	Claudia

1. How will team members deal with another team member who appears to exercise too much control over the team?

We will address this member in the next meeting. When addressing the member of the group, we will not attack them, but bring up the issues that are present and ask them if they agree with the issues provided. Hopefully, the controlling member will see how the other members feel and adjust the way they are acting in the group. The facilitator should be kept in charge of their meeting, and if someone is trying to take control, they will be addressed and asked to let the facilitator do their job.

2. How will team members deal with another team member who does not appear to be shouldering their responsibilities within the project, or who is not contributing during team meetings?

We will address this member in the next meeting. When addressing the member of the group, we will not attack them, but bring up the issues that are present and ask them if they agree with the issues provided. The member should then start pulling their weight in the group, or the rest of the group will mark them for a strike in our strike system. If a member feels they may not be able to contribute enough in one week, they should communicate this to the group so they can be aware. We will be open about our schedules and try to help each other as much as possible, as long as they are communicative.

Meeting Minutes

1. Meeting begins at 1:06 pm
2. Discussing expectations of group
 - a. Giving out responsibilities, making a schedule for facilitators and minute takers
 - b. Going through BBlearn documents about project
 - c. Come up with team name - Hold the Mayo
 - d. Set up the repo
 - i. Made GitHub accounts, followed each other
3. Discussing when a good meeting time is
 - a. Decided on Wednesdays at 6pm
4. Answering questions
 - a. Keeping facilitators in charge
 - b. Keeping communication open with other team members
 - i. For example, when you are having a very busy week, update your team member with what is going on in your life.