# 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)

**John Farrell, CSC major**

**Morgan Rivera, CSC major, junior**

**David Sweasey, CSC major, senior**

2. Individual motivation

**John Farrell: The fear of failure**

**Morgan Rivera: good grades**

**David Sweasey: get good grades and feel strongly about my skills in analyzing datasets using Python**

3. Individual goals for the project

**John Farrell: A for project, learning is important**

**Morgan Rivera: Receive an A and learn more about data science, python, and pandas**

**David Sweasey: Get an A on the project and become proficient in Python and Pandas**

4. Time willing to commit

**John Farrell: 5Hrs or more per week**

**Morgan Rivera: 5 hours a week or more if necessary**

**David Sweasey: Around 5 hours per week. I would rather work late into the night than receive a worse grade.**

5. Time restrictions

**John Farrell: classtime in other classes**

**Morgan Rivera: Other classwork and work**

**David Sweasey: Other coursework, primarily senior design, and my jazz band**

6. Strengths and weaknesses

**John Farrell: Good at finding datasets, struggles with procrastination**

**Morgan Rivera: Good at organization and communication and can struggle with procrastination**

**David Sweasey: Strong communicator and good at programming in Python. I tend to procrastinate sometimes.**

7. Contact preferences

**John Farrell: Text and email, members should work to respond within 24 Hrs**

**Morgan Rivera: Text or email, responding ASAP and at most 24 hours**

**David Sweasey: Preferably text, but email works. Members should respond as soon as possible, but within 24 hours at a maximum**

8. Concerns

**John Farrell: Group procrastination**

**Morgan Rivera: Procrastination and poor communication**

**David Sweasey: Poor communication, rude behavior, and group procrastination**

## Group Goals

1. **Get an A on the project**
2. **Have good group communication**
3. **Feel proficient with Python and analyzing datasets by the end of the project**

## 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? **David**
  + Where will these documents be kept? **Google Folder**
  + How will items be shared? **Google Drive and GitHub repository**
  + Github repository link: **https://github.com/csc442-team11/project**
* Scheduling and task planning
  + How will the team communicate? **Text**
  + Agree on a method and response time expectation. **24 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? **Adapt and adjust based on the circumstances. The remaining members will redistribute workload and responsibilities to make up the slack**
* How will you handle it if a member needs to change his commitments? **If a member communicates in a timely manner, we will adjust our responsibilities based on that to ensure all deadlines are met.**
* What happens when a team member is going to be late or absent from a team meeting? **Communicate in advance if you will be late or absent and get an update from the team. If David misses a meeting, someone else will have to take up the scribe role temporarily.**
* 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? **Take a break if you become frustrated and communicate with the team. If a member wants to do nothing, communicate with them and if the issue persists, contact the TA or professor. If someone wants to do all the work then the other members should communicate and attempt to split the workload and if the problem prevails contact the TA or professors.**
* What happens when a team member hasn't met his commitment and the deadline is approaching? **We will first contact the team member to figure out what is going on. If they fail to reply, we will contact the TA or professor. Worst case scenario, we will split the commitment among the remaining members and complete it before the deadline.**
* Were there other failures mentioned above that you need to make a contingency plan for? **No, but in general communication is the most important method for solving any failures above. If communication fails, that is when the TA and/or professors may get involved.**

### 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?

2. Roles: who will do what?

**David: Scribe, GitHub manager**

**Morgan: Schedule meetings, google folder manager**

**John: Dataset manipulation**

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### Group Contract

Complete and sign a team contract. A sample is provided here [Project Team Contract.](https://docs.google.com/document/d/11QaDQvoIhulCIuPJdvUDWM6IaGIcRUbDATLY2YLhekA/copy)

#### Scheduling

Next meeting will be at 9:50 AM in EB II on 1/30/2025.

#### Action Items

* Get Dataset approved (all members)
  + If not, everyone should explore other options
* Ensure everyone has access to GitHub repo (David)