

Date: October 12, 2021

Group 23 First Group Meeting

Attendance: Kevin, Amitesh, David, Felix, Karina, Them, Christopher, Flynn

Location: CSE Room 3217

Meeting Time: 12PM-1PM

- Internal weekly meeting
 - Things to do next week
 - To catch people up who couldn't attend
- Be punctual to meetings
 - If you're late, make sure to keep others informed
- Leads make sure things are on track
 - A point of contact
- Roles in a software engineering project
 - Planners, tester, designer, someone responsible for builds
 - The roles assigned will be the main person who get all the ideas and get responsibility
 - Other people in group are also involved though, giving ideas
 - Roles can change based on what we need, be flexible
 - Main roles are just the head, they take responsibility
 - Everyone should be involved in all stages
- Meeting minutes
 - Acts as a point of reference
 - Can help people who missed meetings
- Group assignment leaders and info
 - Kevin Lee – create github Repo
 - Amitesh – group video
 - Group contract will be discussed at kickoff meeting
 - Kickoff meeting – Weds. 5pm, meet over Discord?
 - We can do bonding activity during this time period too
 - Christopher – group page
- Group contract
 - Have good communication
 - Talk in Slack
 - Check slack at least once a day, respond to what you can respond as fast as you can
 - Keep notifications on in chats
 - Let others know if you have scheduling conflicts
 - Meet once a week at a particular time
 - Conflicts
 - First, try and resolve it with each other
 - Then, leads will try and intervene
 - Then, TA, then eventually prof.
 - Talk about the problem like a debate, give your side of the argument respectfully