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 youre 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