

Location:

Engineer Building

Time:

Thursday (2/1/2018) 5:15 PM - 6:10 PM

Who Attended:

Ryan

Nick

Carli

Brandon

Overview:

This meeting was our group's first meeting where we got to know our group and discussed the project for the first time. We chose the group name "Groot"

- Brandon and Nicholas led the conversation and talked about what our project will be and helped guide the group towards better understanding the project.
- The first thing we discussed as a group was figuring out a meeting schedule that worked well with everyone. We chose to meet every Tuesday from 5:15 - 6:15. We also all agreed that we could meet on Thursdays at the same time if our project needed more help.
- When it comes to a group member who appears to have too much control over the team we all decided to meet as a group and talk about it and work it out. Everyone in the group is on board with this plan so there should not be any surprises.
- If a group member is slacking and not doing their part we (as a group) will talk to them and make sure they understand their responsibilities and due dates. Communication.

To Do List:

Who	What	When
Everyone	Interview at least 2 people.	Thursday (2/8/18)
Ryan	D.1 - Introduction	Tuesday (2/6/18)
Nick	D.1 - Initial value proposition	Tuesday (2/6/18)
Brandon	Writing Interview Questions	Tuesday (2/6/18)
Everyone	Needs to set up a GitHub Account	ASAP
Carli	Create the GitHub repository	Friday 2/2/2018

Weekly Report By: Ryan