**Meeting 1 – 03/22/2022 (18:30-19:30)**

Agenda

1. Introductions and Admin

* Howdy
* Member introductions: program, year, cs experience
* Confirm connection to MS Teams
* Meeting agenda and format
  + There are a lot of us, meetings will be hard to coordinate
  + We can take meeting notes for anyone who can’t make it
  + Please update the agenda if you think of anything
* Integrating your Outlook schedule into teams
* Tour of MS Teams: files, tasks, whiteboard, schedule
  + Add/change whatever you want

1. Pre-development

* Confirm groups and use case assignments
* Confirm code base
* Set up GitHub
  + Each group should use its own branch
  + Use Ayodeji/Harsh format (not Dane’s)
* Timeline, deadlines
* Next full group meeting
  + Weekend?

Notes

* We will use Dane’s repo
* Ask Dane questions in the “codebase-question” channel
* Dane was assigned an addition “oversight” role, will have an added focus on answering codebase questions, coordinating inter-use case development, administrative tasks.
* Dane will set up a GitHub using Ayo/Haris format
* Each group will on its own branch
* Work in 3 groups of 3 (see planning doc for groups)
  + Communicate mainly within groups (see Discord channels)
  + Use the general chat to discuss the project
    - You can ping other groups using @Group X
  + We will try to have other full group meetings if possible
    - At least one more next weekend
* Plan to have development due on Friday. Testing by Monday (stretch goal)
  + Model if you want to
  + Testing after or during development is a personal choice