**Minutes - Nov. 7**

**Meeting Date:** November 7, 2016 **Recorder:** Alina

**Group members present:** Alina, Devroop, Peter

**Roles assigned:** Leader - Devroop

Timekeeper - Peter

Facilitator - Alina

**Agenda item: Meeting outside of class time**

**Discussion:**

Where and when to meet in person.

**Decision:**

Apart from online collaboration, we’ll prefer to meet in the ECS group study rooms.

**Agenda item: Attendance**

**Discussion:**

Bylaw for group members’ attendance.

**Decision:**

Group members should try to attend regularly (i.e., every meeting).

**Agenda item: Missing meetings**

**Discussion:**

What we should do if someone doesn’t attend a meeting (both the absent person and the rest of the group members).

**Decision:**

The absent person should notify another group member. The rest of the group will:

1. Note it down
2. Update them about what was done
3. Let them know how they can contribute to the upcoming tasks
4. Adjust the timeline, if necessary

**Agenda item: Project topic**

**Discussion:**

Which proposal to work on for the final project.

**Decision:**

We will make a decision based on the data sent by David Adams.

**Agenda item: Team goal**

**Discussion:**

What our team wants to accomplish and learn from doing this project.

**Decision:**

We have come to the conclusions that our goals are as follows:

1. Learn to write a clean, effective technical report.
2. Learn to write in a clean, concise, and effective manner in general.
3. Learn to work well in a group.
4. Learn how to edit each other’s writing.
5. Get a good grade on this assignment.

**Tasks:**

1. Finish Exercise 6 and submit - Devroop
2. Update Thom on what we discussed - Alina

**Date of next meeting:** Nov. 14, 2016