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| Team Report |  |

# Milestone 1

November 7, 2016

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| **Who was present?** Taken off the recorder’s document on the 3rd of November 2016. Recorded by Alina Chin.   1. Alina Chin 2. Devroop Banerjee 3. Thomas Watkins 4. Peter Kihale  **Master List of skill sets** Alina Chin   1. Editing 2. PowerPoint/multimedia 3. Public speaking   Devroop Banerjee   1. Research Skills 2. Ideas 3. Reading/Note-taking/Summarizing   Thomas Watkins   1. Writing 2. Public Speaking 3. Team Skills   Peter Kihaile   1. Writing 2. Team skills 3. Proofreading/revision  **Team Goals** |  |

1. Write a concise, and effective technical report.
2. Work well in a group (Team spirit)
3. Learn how to edit each other’s writing.
4. Get a good grade on this assignment.

**Bylaws**

Place and time to meet outside of class:

Library. We would need to book a study room

Online collaboration through Google Docs and Facebook

ECS group study rooms (2nd floor)

Attendance:

Must be regular.

In case someone doesn’t/can’t show up, let another group member know via email or text or some form of communication.

Procedures in case of absence:

Note it down

Update them about what was done

Let them know how they could contribute

Alter the timeline if required

Procedures in case of team problems:

In case the team runs into unforeseen problems, take a group vote to resolve an issue. Keep a contingency plan ready. If the issue is still unresolved, either look for someone outside of the group (e.g. Ms. Smith) to help mediate the issue, or take a break and come back to it later.

**Timeline**

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|  | **Nov 7th – Nov 14th** | **Nov 15th – Nov 21st** | **Nov 22nd – Nov 28th** | **Nov 29th – Dec 4th** |
| **Background Research** |  |  |  |  |
| **Prepare Surveys** |  |  |  |  |
| **Conduct Surveys** |  |  |  |  |
| **Analyze Surveys** |  |  |  |  |
| **Draft Report** |  |  |  |  |
| **Edit and Proofread Report** |  |  |  |  |
| **Complete Report** |  |  |  |  |