* Scheduling Recurring Internal Team Meetings-Fariha Prapti
* Drafting Your Team Contract-Fariha Prapti
* Developing a Roles & Responsibilities Matrix-Fariha Prapti
* Conducting background research on your client Elise Ferguson
  + Greenbelt Reparations Commission Background Research
    - Goal: Make recommendations related to reparations to native Americans and African Americans in the Greenbelt area
    - Subcommittees
      * Historical Research
      * Community Engagement
      * Education
      * Reparations Policy Research
  + Size of commission: 21 people
* Documenting your understanding of the project Elise Ferguson
  + Greenbelt reparations Committee
    - What do they want?
      * Recognize and address the unfair treatment of African American and Native American residents in Greenbelt’s history. The goal is to research the past, listen to the community, and suggest fairways to make things right.
    - What data are they giving us?
      * Quantitative data to measure the harm of racism on African Americans and Native Americans —> data is from the census (data analysis included in SOW from Tableau)
    - What do they expect us to deliver?
      * visual mapping of changes in demographics in Greenbelt
        + Preference for inclusion of historical changes
      * Easily visualize sections and neighborhoods with different demographics
        + Preference to mapping by census block
      * Preference for GIS technology
* Developing a list of requirements and gathering questions for your client (Khoa Do)
  + Requirements:
    - Develop GIS maps by Zctas or census tracts.
    - Identify major demographic changes in the areas for the last 4 decades.
    - Gather ACS data on the Census and MD Department of Education.
* Questions:
  + What are the primary objectives for this phase of the project?
  + Are there specific demographic trends or historical events you want to focus on?
  + How detailed should the historical demographic maps be such as decade-by-decade, or key milestones?
  + Are there any other data sources we should use besides Census.gov and Maryland education data?
  + Do you have any specific recommendations for the final report?
  + There is a preference to use GIS Technology, are there preferred alternatives to display the data besides GIS technology?
* Scheduling a requirements gathering meeting with your client (Ruchir Kasineni)
  + **Goals for the Meeting:**
    - **Understand what they need** – What exactly are they hoping to learn from our research?
    - **Figure out the best data sources** – Where should we get the information about past demographics?
    - **Decide how to display the data** – Do they want maps that show changes over time, or focus on key historical moments?
    - **Find the best way to present our work** – Would GIS (mapping software) work best, or do they prefer another type of visual?
    - **Set expectations** – What are the most important things we need to deliver, and when?
  + **When and How We'll Meet:**
    - **Date:** The week of **February 26, 2025** (depending on their availability)
    - **Format:** Virtual meeting (Zoom or whatever works best for them)
* Drafting a definition of the problem or need to be addressed following your client meeting (Ruchir Kasineni)
  + **Main Challenges:**
    - **Finding good data** – The information needs to be accurate and go back at least 40 years.
    - **Choosing the right tools** – We need a way to create clear, easy-to-understand maps.
    - **Making the information useful** – The visuals should clearly show how things have changed over time.
  + **What We Will Deliver:**
    - Maps that show population changes over the years, possibly broken down by neighborhood.
    - A short report explaining what the maps show and why it matters.
    - An interactive version (if possible) where people can explore the data themselves.
  + **Why This Matters:**
    - Helps show how Greenbelt’s racial demographics have shifted.
    - Gives the commission data they can use to support their reparations work.
    - Makes it easier for the community to see how history has shaped today’s Greenbelt.
* Conducting an internal risk assessment (Khoa Do)
  + Data Risks
    - Inaccurate or incomplete data from Census.gov or the Maryland Department of Education.
    - Challenges in accessing historical demographic data for the past four decades. Are there any difficulties in searching for this information?
    - Limited GIS expertise: Do we have the necessary skills for mapping and analysis?
  + Technical Risks
    - GIS access: Do we have an ArcGIS account? Do we need to purchase the ArcGIS for Student Use?
    - Data visualization performance issue: Are there challenges in handling large datasets?
  + Project Management Risks
    - Stakeholder feedback and response: Are we receiving enough input and engagement from stakeholders?

| Risk Category | Impact (high,medium, low) | Likelihood  (high,medium, low) | Solutions? |
| --- | --- | --- | --- |
| Inaccurate data | high | medium | Cross-check data |
| GIS software limitations | high | high | Research, find other alternatives |
| Historical demographic data access | medium | high | Ask professor/UMD faculty |
| Data Visualization limitations | medium | medium | Use open source |
| Feedbacks | medium | high | Have a clear understanding of deliverables |

* Drafting a summary of the overall project to be sent -Fariha Prapti

**Subject:** Greenbelt Reparations Commission Project Summary

Dear Bob Rand,

We hope you're doing well. We are the Information Science capstone team at the University of Maryland College Park. We are reaching out to introduce ourselves and set up a virtual meeting to begin discussing project requirements. We are excited to work with you! In addition to finding a meeting time, I wanted to share a quick update on our project and ensure we’re aligned with the expectations.

We’re focusing on analyzing demographic changes in Greenbelt over the past four decades to support the commission’s work on reparations for African American and Native American communities. Using census and education data, we’ll create GIS-based maps that highlight key trends and historical shifts.

To make sure we’re on the right track, we’d love your input on a few things during the virtual meeting:

* Are there specific demographic trends or historical events we should focus on?
* How detailed should the maps be—decade-by-decade or just key milestones?
* Do you have any preferred alternatives to GIS for visualizing the data?

Please let us know what your availability is like for the week starting 2/26 to meet and discuss further. Looking forward to your feedback!

Best Regards,

Team: Fariha Prapti, Khao Doa, Ruchir, Elise Ferguson, Emmanuel Ephraim