

# Worksheet: First Meeting Minutes Submission ( Should be Done and Submitted as a Group)

**Submit Assignment**


**Due** Sunday by 11:59pm

**Points** 1

**Submitting** a text entry box or a file upload

Once the groups are formed, all the worksheet submissions should be done by groups (not individual). So, on each week any one member from the group will be responsible to submit the worksheets on Canvas on the behalf of the group. And you can submit the worksheets via Canvas only.

## What do you have to do?

- Contact with your group members as soon as possible.
- Discuss and decide how you are going to communicate with your group members on each week ( in addition to Canvas/Piazza discussion boards students preferred to use Google Hangout, IM or in-person meetings).
- Hold your first weekly meeting.
- Write down the summary of the meeting ( please mention the name of the participants explicitly) and submit the document to Canvas (only in this week) and post it on Piazza ( should be visible to your group only). Here is an example of the minutes from a previous class - [Group Collaboration Summary Week 1.pdf](#) 

## What do you have to keep in mind?

- From week 2 to 10, submit the worksheets to Canvas only and minutes (summary of the meetings) on Piazza only. Reminding again, the minutes should be visible to your group members and the instructor/TAs only.
- From week 2 to 10, you need to fill in the functions (only) in the worksheets and these implementations do not have to be tested for correctness or put into complete C programs.

## What will you earn?

- Your group will earn 1 point if we receive a meeting summary from your group (for this week only).

