First Team Meeting Agenda

There is a difference between working as a group and functioning as a team. Take a few minutes at your first meeting to go through this agenda. Set someone to take notes from the beginning.

Contact information:

- Aaron Chao: (984) 358-1180
- Minji Kang: (980) 800-7311
- Harsh Patel: (704) 473-4097

Introductions

These first questions should be answered by everyone. These are questions to individuals and may differ between teammates. Use this time to listen respectfully to your teammates (even if you're old buddies). Try not to assume you know the answers others might give.

1. Introductions (name, major, etc)
    a. State your name and major.

    Aaron Chao: Statistics Major with Math Minor

    Minji Kang: Computer Science Major

    Harsh Patel: Computer Science Major

    b. Optional: tell one crazy thing about yourself which the others might not know.

    I have taken 608 miles worth of steps during the first 23 days of January.

    I can speak fluent Korean.

    I have 1200 hours in Rocket League.
2. Individual motivation
    a. What motivates each of you to put forth your greatest effort?

    (Grades? Competition? Approval? Completion?)

    I like the teamwork efforts.

    I like the academic validation.

    I like taking advantage of the opportunity to learn.
3. Individual goals for the project
    a. What grade does each person want?

A+

A

A

b. How much does learning something matter to each person? Is getting a good grade enough? Do you want a broad understanding beyond the scope of the project? Somewhere in between?

Don't just work for the sake of earning points … we all need to gain knowledge and learn something new & significant!

I would like to learn while getting a good grade. Getting a good grade is great, but learning something is just as important.

Grades are not always representative of understanding and learning is also important to be able to utilize our understanding beyond the scope of the project.

4. Time willing to commit

a. How much time are you willing to spend?

Sixty minutes a day for three days a week
(total three hours per week)

Average of three hours per week. Could be more if we start working on the project.

3-4 hours per week

b. If things don't go as planned, would you rather take a lower grade or work late into the night?

Later into the night (believe it or not, for CSC 216 I had to work on a project until 02:43 in the middle of the night!)

Work late into the night :-(

I would rather work late into the night

5. Time restrictions

a. Are there times you are unavailable to work on the project?

Class schedule:

- Mon/Wed: 11:45–13:00
- Tue/Thu: 08:30–09:45 and 11:45–13:00
- Fri: None

Also, I normally attend weekly
extracurricular church gatherings on
Thursdays 19:30–22:00

Class schedule:

- Mon/Wed 9:35 - 3:00
- Tues/Thurs: 8:30 - 11:30
- Friday: 10:40 - 12:30

On Thursdays, I will be busy from 1 - 4 pm

Class schedule:

- Mon/Wed 8:30 - 10:00
- Tues/Thurs: 8:30 - 10:00 / 1:30 - 6:00

b. Are there other demands on your time which might impact the project?

None

Nope

Nope

6. Strengths and weaknesses

a. What are your strengths? What are your weaknesses?

- Strengths:
  - Accuracy
  - Mathematics
  - Data analysis
- Weaknesses:
  - Time Management & prioritization
  - Occasionally communication
  - Flexibility
- Strengths:
  - Communication
  - Coding
- Weaknesses:
  - Impatient
  - Perfectionist
  - Statistics knowledge
- Strengths:
  - Coding
  - Math
- Weaknesses:
  - Statistics
  - Procrastination

b. How can each of you contribute best? (Be honest here.)

Learned Python, JavaScript, & HTML since 2018, learned Java since 2022, and learned R & SAS since 2023. Experience for programming out of five points: I would give it a 4 for Python, JavaScript, HTML, & R and give it a 3 for SAS, and a 2 for Java.

I have experience with Exploratory Data Analysis from the Python class I took last semester.

I have some experience with data pre-processing and cleaning from a machine learning project I had to do and

can perform data analysis as well.

7. Contact preferences

   a. What are your first and second choices for getting in contact with each other?

   Text & Email (I've merged this response since all 3 of us think the same)

   b. What are your expectations for response time?

   Within 24 hours of a message that warrants a response (I've merged this response since all 3 of us think the same)

8. Concerns

   a. What is your greatest concern about group work?

   Workload & time management if too many other things going on, and may be occasionally unsure what to communicate.

   Lack of communication between team members and uneven distribution of work.

   Teammates not completing their assigned tasks.

   b. What are the best and worst experiences you've had with group work?

   (Best) getting to know each other more, teamwork equals success!

   (Worst) occasionally unequal share of work and lack of communication.

   (Best) Consistent meetups, staying ahead of deadlines, great final product.

   (Worst) No communication, uneven distribution of work, bad final product.

   (Best) Team communicated properly and stayed on top of deadlines.

   (Worst) A teammate would do other members' assigned work before they had a chance to touch it.

Group Goals

Now, take the answers you gave as individuals above, and discuss *group* goals for project. Finalize group goal(s) to which everyone can agree. Note: finishing the group goals does not finish the first meeting! It is important to continue to discuss *how* you will meet those goals. (Turn to page two.....)

1. **Aim for an A+ in the course and have meaningful takeaways about data science.**
2. **Be prompt and meet deadlines in advance in an effort to avoid staying up late.**

Team Workings

Once these items have been discussed with every team member contributing and listening, the team should decide on the logistics for the project. As you answer these questions, keep

these things in mind:

- Documentation (Document everything, even for a small project!)
    - Who will act as scribe?
        - Minji will be the scribe and take meeting minutes for meetings.
    - Where will these documents be kept?
        - A shared Google Doc Folder
    - How will items be shared?
        - Google Drive, Email, GitHub
    - Github repository link
        - https://github.com/hpatel-27/DataScience_CourseProject
- Scheduling and task planning
    - How will the team communicate?
        - Text group chat
    - Agree on a method and response time expectation.
        - Text back within 24 hours
- Contingency plans (Answers to these questions will evolve, but it's best to have them out in the open before beginning a team project.)
    - How will you handle a change in team membership?
        - Contact the teaching staff and continue working as necessary
    - How will you handle it if a member needs to change his commitments?
        - They should continue to do an appropriate amount of work, if other commitments must take priority at a given time, make sure to make up for that time the next week.
    - What happens when a team member is going to be late or absent from a team meeting?
        - They should notify the other team members asap
    - What should a team member do if he/she becomes frustrated with another member? How will the team handle a member who wants to do nothing? or who wants to do it all?
        - Discuss through the chat whatever the issue is and come up with things we can do to resolve it.
    - What happens when a team member hasn't met his commitment and the deadline is approaching?
        - Contact that team member as a reminder. If there is no response someone else can take over, but that team member should make up that lost work elsewhere.
    - Were there other failures mentioned above that you need to make a contingency plan for?
        - None!

Project Logistics

Now that you've discussed the above, you can discuss the specific assigned project. (Too

many teams skip the discussions above and only discuss the project; this leads to many misunderstandings which could have been avoided.)

1. What will be required in completing the project?

- Approved dataset that requires cleaning/wrangling/merging
- Description of data
- Connecting to a database
- Exploratory Data Analysis and brief
- Analyze the data using an approved analytics method
- Describe findings
- Make and present a poster

2. Roles: who will do what?

Aaron: Researcher & Analyst

Minji: Scribe

Harsh: Facilitator

Group Contract

Our Team Contract: https://docs.google.com/document/d/1XpIrAaaqOfL6nbfZgyUHakF0wGwEmujTsKI4oX8uOTI/edit?usp=sharing

Scheduling

Next Meeting:

Friday, Jan. 31, 2025, at 6:00 pm (18:00) EST

Action Items

Take a moment before you leave to review the action items for each team member. Include who is doing what, when, and how you will follow up. Make sure that someone is documenting action items in a way that everyone can view them.

Item	Team Member	Due Date
Submit Team Contract onto Moodle	All	01/27/2025 at 23:59 EST

Research datasets and bring 2 to next meeting	All	01/31/2025 at 18:00 EST