9/22 Team Meeting Agenda

1. Decide on bi-weekly meeting time with Chelsea, Sponsor, and Team; poll
   a. https://doodle.com/poll/u6kziuusr46pk9qz?utm_campaign=poll_added_participant_admin&utm_medium=email&utm_source=poll_transactional&utm_content=gotopoll-cta#table
   b. Chelsea Meeting Proposed Times: Tuesday 6:30, check if recurring, prefer 5:15
   c. Sponsor Meeting Proposed Times: Thursday 10:00-11:00?
   d. Team Meeting Decided Times A: Monday 4:00-5:00
   e. Team Meeting Decided Times B: Thurs 5:00-6:00
2. Designated Keeper
   a. Member Assigned: Jared Gorthy
3. Attendance required for team meetings, team meetings + Chelsea, team meetings + LM
   a. Two planned absences per semester
4. Timesheets; reminder at 4pm Sunday
5. Discord as communication; phone numbers?
   a. Karthik 720-839-0281
   b. Brandon 517-451-4501
   c. Matthew 650-455-7242
   d. James 303-887-4642
   e. Owen 720-472-4538
   f. Brian 215-470-1161
   g. Jared 719-482-4468
6. Shared git repository
7. Team Leadership
8. Team Meeting Structure
   a. Scrum
      i. What I've been done since the last meeting.
      ii. What I plan to do before the next meeting. (recorded)
      iii. Issues I need help resolving.
      iv. Stories
   b. Shared agenda; pushed to repo for members who missed
   c. Always have an agenda for sponsor and TA meetings

9. Sponsor Relations
    a. Digital Twin Simulation 11-12 on Friday
    b. This project will develop a tool that enables the translation of key inputs & outputs from behavioral models to simulated inputs and outputs. This project will establish the foundation that will enable the use of Artificial Intelligence (AI)/ Machine Learning (ML) models to transform the design, development, production, test and operations of space-based systems.
    c. Provide laptops and access to a development environment.
    d. Executed in an agile context with LM as product owner.
    e. Prototyping in the design phase during the first semester.
    f. Tool built, tested and validated against existing model second semester.
    g. C++, Java, Agile

10. What questions/agenda do we want to have prepared?
    a. What are their expectations?
    b. What time/frequency for meetings?
    c. Organization tools
    d. Security/privileges needed
    e. Who is point contact; other LM employees included on email chain
    f. Does LM Space have a Project Charter/Statement of Work we should use?
    g. What are LM Mission and Vision statements? (find generic online)

11. The Project Charter
    a. Have written and signed by the next sponsor meeting.

The Project Charter should contain the following sections:

• Description and Scope
    • Background info on organization: Their mission, vision & strategies.
    • History of the problem / business need / opportunity
    • Objectives – the solution to the need, success criteria
    • Benefits
    • Scope statement - major products/results, specific out-of-scope items.
    • Business case – is the project worth doing?
• Approach
    • Major milestones or events schedule
    • Impact on other projects or systems
    • Critical assumptions, and constraints
    • Major known risks and risk mitigation plans
    • Process for change control
• Resources
    • Stakeholders
    • People Roles & responsibilities
    • Other material resource needs
• Acceptance criteria
• Time and cost estimates – budget

Teambuilding - Among Us, Jackbox