# 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.

## 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.

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

2. Individual motivation

a. What motivates each of you to put forth your greatest effort?

(Grades? Competition? Approval? Completion?)

3. Individual goals for the project

a. What grade does each person want?

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?

4. Time willing to commit

a. How much time are you willing to spend?

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

5. Time restrictions

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

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

6. Strengths and weaknesses

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

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

7. Contact preferences

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

8. Concerns

a. What is your greatest concern about group work?

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

Alex Walczyk:

1. My name is Alex Walczyk, I am a senior in computer science with a business minor.
2. My greatest motivation for this project is personal development and learning more about data science. A good grade and graduating would be nice too.
3. I would like to get a 100 if possible. Learning the concepts and improving my knowledge in the subject is more important to me than a grade.
4. I can spend as much or as little time as the project needs, I can work as long as it takes to get our project done.
5. Usually I am busy on weekdays before 3 but would prefer to go to the library to work after 6pm. Can do work at any time over the weekend. I do have a lot of courses and a lot of other obligations but it shouldn’t be a problem.
6. My strengths for this project will be the coding parts and libraries we use for data science. My biggest weakness is procrastination and not always working as a team.
7. My main source of contact is my phone number and it is 919 449 4934. My second source of contact is my email [Alex Walczyk](mailto:abwalczy@ncsu.edu)

Laney Wade:

1. My name is Laney Wade. I am a senior in Statistics with a minor in Business Administration.
2. My greatest motivation for this project is growing my knowledge of data science and coding, it is a plus if a good grade is involved.
3. An A or an A+ would be an acceptable grade. Personally, a good grade isn’t enough if I didn’t learn anything. Learning is very important to me and I hope to gain a lot from this project!
4. I will spend whatever time is necessary to complete this project well and accurately. I do work part time, but my hours are flexible.
5. I am usually free after 3 or 4 pm Tuesday/Thursday and after lunchtime Monday/Wednesday, unless I have meetings for work.
6. My strengths are my reliability, my communication skills, and my dedication to producing good work. One of my weaknesses is my ability to make decisions, as I second guess myself a lot.
7. Main contact: (919) 830 - 0987, secondary contact: lkwade@ncsu.edu

Rianna Gillies:

1. My name is Rianna Gillies. I’m a senior in Applied Mathematics and Statistics with a computer programming minor.
2. Grades and approval are my greatest motivation! (Unfortunately) Also, learning and growth are very important to me, so this project should be beneficial in that.
3. I would like to hopefully get an A on the project. Similarly to Alex, a 100 if possible would be awesome. If something goes wrong I would prefer to work later than to take a lower grade.
4. I can spend the time needed for the project. I am very flexible, as is my job. Thus, I can work the necessary time to finish.
5. I can’t really work on the project before 4:15 on T/Th. On M/W/F, I am working all day, but if needed can move my schedule around to finish the project. My only other demand is work, but that is flexible and shouldn’t impact the project.
6. My strengths are having experience with Statistics and Comp. Sci. Weaknesses may be trouble communicating or leaving things till the last minute. I think I can contribute best if there is a team leader (not me, who delegates work to me).
7. My main contact is phone: 919-909-3918, and secondary is email: [regillie@ncsu.edu](mailto:regillie@ncsu.edu)

John Yu:

1. Hi my name is John Yu, and my major is Computer Science. And one crazy thing about me is that I would regularly have 50 mile bike rides with my dad when I was younger.
2. Grades and learning in general motivate me the most.
3. I would personally like A or A+ on the project. I would not just like a good grade, but how to effectively code data science and see meaningful patterns in data. I am willing to learn outside of the scope of this class for this project.
4. I am willing to commit 5-15 hours per week. And I would rather work later through the night for a better grade.
5. There isn’t any real time I wouldn’t work on the project, but certain days make it easier for me to. Tuesday, Thursday, and Friday are more comfortable for me while Mondays and Wednesdays are not.
6. My strengths are that I have experience with computer science and data science. My weakness is that I tend to not ask when I’m struggling on a problem. I think I can contribute best if I either assigned work or I am in full control of the project, I struggle with middle management.
7. My main contact is my phone number 252-303-2161, and my email [jsyu3@ncsu.edu](mailto:jsyu3@ncsu.edu).

## 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. Complete a project deliverable that we are proud of, and that is well done and shows adequate effort.
     1. We will do this by all dedicating time to the project, and holding each other accountable. We will be honest with each other, and will continue working till we are all satisfied.
  2. Work together well as a team, making communication important to our project process.
     1. We will inform each other of each of our tasks, beginning and end. Also, if we face any difficulty or have any questions we will turn to the group for help.
  3. Learn and understand more about data science!
     1. We will do this by spending time practicing!

## 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?
    - **Alex Walczyk will act as scribe.**
  + Where will these documents be kept?
    - **In a shared google drive as well as a shared github repo**
    - **Github repo:** [**https://github.ncsu.edu/regillie/CSC442\_Group.git**](https://github.ncsu.edu/regillie/CSC442_Group.git)
  + How will items be shared?
    - **We will each be co-contributors to the github repo as well as the google drive, with basic ownership for each.**
* Scheduling and task planning
  + How will the team communicate?
    - **Text message/group chat**
  + Agree on a method and response time expectation.
    - **We each agree to about 10 hours a week to the project. If the project doesn’t take that long, we will dedicate less time.**
* 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?
  + **If team membership changes we will take the new person on, while also letting the old member access documents that they had worked on. If necessary we will make a new repo/google drive.**
* How will you handle it if a member needs to change his commitments?
  + **We will meet and discuss how work can be split up another way.**
* What happens when a team member is going to be late or absent from a team meeting?
  + **We will attempt to accommodate their time. If that doesn’t work, we will take notes and share them immediately with the missing member.**
* 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?
  + **We will do our best to help fix the issue within our team before going to the teaching staff. If the team member wants to do nothing and gives a valid reason, we will give leniency and can help cover their work for them . If it becomes a larger issue over multiple weeks we will reach out to the teaching staff. If they don’t have a reason, then it will not be acceptable. If someone wants to do it all we will meet and try to discuss a split that gives each member equal work, but maybe let that person lead so that they can pick what they most prefer to do.**
* What happens when a team member hasn't met his commitment and the deadline is approaching?
  + **If this happens, the rest of the team will have to (unhappily) pick up the slack.**
* Were there other failures mentioned above that you need to make a contingency plan for?
  + **Nope**

### 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?

**To complete this project, we will each need to learn about data science tasks and processes. Similarly, we will need to put forth lots of time in order to learn and complete this project.**

2. Roles: who will do what?

**Alex will do data wrangling and refinement. Laney will do model development. Rianna will do data analysis and design. John will do data processing and aggregation. While these are our “assigned roles”, we will all take part in each step.**

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### Group Contract

Complete and sign a team contract. A sample is provided here [Project Team Contract.](https://docs.google.com/document/d/11QaDQvoIhulCIuPJdvUDWM6IaGIcRUbDATLY2YLhekA/copy)

#### Scheduling

Schedule the next team meeting.

*The next team meeting will be held next sunday. 02/02/2025, at 3pm.*

#### 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.

1. As a team we will start looking for and decide on a dataset within the next 2 weeks, by February 14th.
2. Rianna is creating our github repo and sharing it with the team.
3. After our dataset is approved, John is going to give a brief summary of the dataset, giving credits, context, and who the dataset was collected from.
4. Alex, Laney, and Rianna will focus on the cleaning that will need to be done in order to process the data correctly, but John will also help if needed.
5. Once these four steps are complete we will have everything ready for our first due date on March 3rd.