

Meeting 1:

- Introductions
- Discussion of optimal meeting times
- Went over outline of team agenda
- Agreed on ground rules for communication and team conduct
- Established optimal channels of communication (text) and meeting times:
 - Tue/Thu evenings 5-6, or in the morning after class
 - Mon/Wed afternoons
- Action items
 - Fill out team agenda
 - Fill out team contract
 - Communicate completion to group
 - Turn in both documents individually

Meeting 2: (Feb 25)

- Met in person at Hunt Library ~7:00
- Looking at and working through assignment 5b: Data Merging
- Isaac worked on porting the data to Google Drive and prepping the initial filtering
- Laid out plan for cleaning each of the original files
- Laid out plan for filtering and merging them into a final file; either Isaac will work on it this evening or we will get it done at follow-up meeting tomorrow around noon

Meeting 3: (Feb 26)

- Met in person again at Hunt Library (12:00-2:00)
- Continuing from last meeting
- Work-oriented meeting
- Looking at ways to add additional rows, current data set + merge plan results in a little over 300 (allowable but very small comparatively)
- Worked on 5b writeup
- Discussed the merge of the dataset; agreed on a different method for merging to produce
- Completed writeup and put files on Github in preparation for submission