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

Meeting 4: (March 2)

- Met on zoom 3:30-5:15
- Main goals: Fill out and complete the presentation and decide who is presenting what.
- Reviewed assignment description and formed outline
- Confusion about duplicate requirements for team agenda
- Decided who was doing what slides
  - Logan- Data intro and description
  - Issac- Wrangling
  - Kyle- Cleaning
  - Will- Challenges and next steps
- Filled out rest of slides and team agenda deliverable for the midterm
- To do after meeting:
  - Review slides you are assigned and be prepared to present
  - Tidy up metadata and add to team deliverable

Meeting 5: March 31

- Met in person at Hunt library to complete HW 6 at 4pm.
- Spent time discussing each of our approaches and made sure we each were ready to complete the project by tonight.
  - Kyle needed a second visual.
  - Will finished analysis sketch.
  - Issac added code snippets and moved his python file into a colab notebook.
  - Logan finalized his query and chose methods of analysis.
- Also discussed confusions about requirements and consulted Piazza for clarification.
- Constructed checklist of rubric items to ensure assignment coverage.
- Split up just in time to beat the rain!
- Concluded meeting at 6:45pm.