

Meeting Notes

MakeOpenSource, The University at Buffalo

2022-03-31

Contents

1	Administrata	2
1.1	Email	2
1.2	Planning meetings	2
1.3	Time management	2
1.4	Development server	2
2	Outreach	3
2.1	Career services	3
2.2	Voltron analytics	3
3	Current projects	3
3.1	Website	3
3.2	DevU	3
4	Presentation series	4
4.1	List of ideas for presentations	4
5	Development "one shots"	4
5.1	List of ideas for development sessions	4

1 Administrata

1.1 Email

- Forwarding all email received at `opensrc@buffalo.edu` to each of the club staff members, so that they may respond without having to access the email itself.
- All messages sent to `opensrc@buffalo.edu` should be responded to from an individual's university email address.

1.2 Planning meetings

Planning events/meetings workflow:

1. Planning all events *at least* 2 weeks in advance.
2. Deciding on multiple potential locations for said event.
3. **Marking down the event** *date* and *time* on the shared calendar.
4. applying for the event place and time on UBLinked
5. Announcing the event *after* it is approved on UBLinked.

Consider more flexible and diverse meeting times.

1. 2-3 meetings a week for different rotating groups.

1.3 Time management

Attempt to better manage time in meetings to maximize progress.

- Create more structured outlines and expected workflow for individual project management.
 - Project Issues.
 - Pull requests.
 - 'Kanban' style project breakdown.
- Create an outline for each work session for division of time.
 - e.g. devoting one hour per project focus.

1.4 Development server

- Launch the on campus development server (Super Development Server).
- Look into raspberry pi clusters for distributed web applications.
- Launch the website rebuild on the current primary development server.

2 Outreach

2.1 Career services

- Reach out to career services to gauge what resources and contacts they may have.

2.2 Voltron analytics

1. Reach out to a contact at Voltron analytics to formulate a working plan for what they would like to work with us on, as well as time commitments.
Apache Arrow

3 Current projects

3.1 Website

1. Deploy the rebuild version of the website onto the development server.
2. Look into using Git for file hosting.
3. Explore options for bulk email sending.

3.2 DevU

1. Have Jesse speak with club members to gauge interest of starting working on the autolab rework project.
2. Recreate VODs from the previous work to help get members started.
3. Set aside a portion of meetings to work on the project.
4. Have a "setup your development environment" workshop.

4 Presentation series

Bring back talks (either from us or outside people) about different diverse introductory topics.

4.1 List of ideas for presentations

1. Git
2. The *nix command line
3. regular expressions (regex)
4. "Learning the editor you don't want to learn", e.g. `vim -> emacs` or `emacs -> vim`
5. How to put/phrase projects on your resume.
6. Navigating internship opportunities.
7. "Code reviews": what working in industry may look like.

5 Development "one shots"

Have interactive workshops where the end goal is a finished (or mostly finished) product.

5.1 List of ideas for development sessions

1. "Discord bot night": Creating a discord bot in python from the ground up using the `py-cord` python framework.
2. "Make a website": Using GitHub's free website hosting, walk through creating a personalized portfolio website.