**Project option selection**

Scenario 2: Monkeypox (MPX) infection rates in the European Union

**Meeting Planning**

* What is your team's preferred communication method - **email, WhatsApp call and text, zoom or google hangouts meeting**
* When will your team be holding meetings: **zoom and google hangouts meets, WhatsApp call twice a week**
* How frequently will you meet: **twice a week (one-week day for assigning responsibilities one weekend day for finalising the assignment)**
* Are there times or days that work well for everyone: **yes, there is flexibility (the day allocation depends on our availability)**
* Discuss future non-academic commitments that might affect members' availability: **there should be prior communication to facilitate planning before each member be excused from meeting)**
* Discuss meeting tempo: **“checking in” at the beginning of meetings, do recap and continue with the agenda for the day. Keep checking in and recap as short and brief as possible and prioritise the business.**

**Roles**

* How is your team going to keep track of progress: **through GitHub by pushing every edit done to the assignment and through emails which will serve as reminder about agreed responsibility.**
* Who will be taking minutes, creating agendas, and contacting the course facilitators with questions: **we will exchange the responsibility so that we are both exposed to the experience with the flexibility of allowing one member to complete the same task in consecutive weeks depending on our availability.**
* We encourage you to discuss potential dates and times to meet with a course facilitator during Weeks 3-5. Decide on the best date and time for all: **meet facilitator every Friday (unavailable on Fridays at this time) Saturday/Sunday during the morning hours (between 9am -11am PST)**
* Determine a point person to submit each assignment for the team:

[**Milestone #1**](https://bcourses.berkeley.edu/courses/1517565/assignments/8454500) (due 9/26): Nkosi

[**Milestone #2**](https://bcourses.berkeley.edu/courses/1517565/assignments/8454501)(due 10/3): Moliehi

[**Milestone #3**](https://bcourses.berkeley.edu/courses/1517565/assignments/8454502) (due 11/7): Nkosi

[**Milestone #4**](https://bcourses.berkeley.edu/courses/1517565/assignments/8454503)(due 11/21): Moliehi

[**Milestone #5**](https://bcourses.berkeley.edu/courses/1517565/assignments/8454504)(due 11/28): Nkosi

[**Milestone #6**](https://bcourses.berkeley.edu/courses/1517565/assignments/8454505)(due 12/11): Moliehi

**Conflict Management**

* If a conflict arises, plan to solve the issue as soon as possible. This is best done using synchronous (Zoom, Google Hangouts) communication rather than asynchronous (email).
* If the group is unable to resolve the conflict, seek advice from the instructional team.

**Adding the teaching team.**

Here are our GitHub usernames:

* Will: wwheeler6
* Lauren: lauren-nelson
* Manasa: manasasus
* Ilya: ilyamosk
* David: dsconnell