milestone1.qmd

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Milestone #1 Objective

Choose scenario and create git repo; define roles and responsibilities within the group.

Milestone #1 Details

Please push to GitHub an html document or a PDF (knitted/rendered from an Rmd or Qmd) with the following information

- Project option selection: **Infectious disease outbreak (simulated) in California**

- A link to your group's git repository: https://github.com/nilsonpalma/infectious_disease_outbreak.git

- Write out your roles and responsibilities. In a meeting, define these using the "prompts to help define roles and responsibilities within your team" below.

  - Team's preferred communication method

  - Team's preferred meeting times and frequency

  - Team's preferred method for tracking progress

  - Point person for contacting course facilitators with questions

Additionally, please do the following:

- Ensure each group member has made at least one commit to the repository

- Add the teaching team as collaborators to your repository (instructions in the "How to Turn In Milestone Assignments" section of this page)

Prompts to help define roles and responsibilities within your team

Meeting Planning

- What is your team's preferred communication method - email, text, bcourse messaging?

Texting.

- When will your team be holding meetings? How frequently will you meet? Are there times or days that work well for everyone?

Meetings once a week on Tuesdays. We will meet a second time on the weekends if necessary.

- Discuss future non-academic commitments that might affect members' availability.

We both work full-time Mon-Fri.

- Discuss meeting tempo: "checking in" at the beginning of meetings versus "just sticking to business".

Meeting agenda:

Check in on class assignments.

Conceptualize our milestones.

Get to business.

Roles

- How is your team going to keep track of progress? Who will be taking minutes, creating agendas, and contacting the course facilitators with questions?

For each project milestone we will switch off as team lead. The lead will keep track of the progress for that week, communicate with course facilitators, and submit assignments.

- 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.

Our first meeting will be on Monday 9/29 from 1030 - 11 with the course facilitator.

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).

We acknowledge and accept the terms.

- If the group is unable to resolve the conflict, seek advice from the instructional team.