Milestone 1: Team Project Requirements

* Submit team member names
* Eric Dickey – 480-394-1750
* Emily Phillips - 813-486-2878
* Jesse Zamora - 402-960-2784
* Determine your method of communication as a team (Slack, Teams, Discord, Skype, etc.)
  + Currently Teams is our preferred method of communication
  + We will also exchange phone numbers in the event we have an urgent question and Team members are away from Teams
* Provide high level plan for tackling the project as a team
  + Our plan is to have a recurring meeting every Monday night at 7pm CST for approximately 30 min.
    - During our weekly call, we will evenly distribute tasks and assign estimations for work completion. In the event nothing is due that week, we will provide status updates as to our assigned tasks.
    - Meeting invite has been sent.
  + We have set a standard that work will be completed and shared amongst the team no later than Saturday to allow for the final completion before the due date.
  + We have agreed as a team to provide updates to our milestone work during the week to allow for others to provide feedback and revisions. We will utilize Teams as our forum for this; we already created a group chat for conversation and collaboration.
  + In the event we have a family emergency or other unplanned event that would affect our due dates, we’ve agreed to let each other know as soon as possible so that we can adjust our plans accordingly.
  + Our report will be shared using O365 to allow teammates to compile a universal document, track edits, and provide comments and feedback to the team.
  + We will use a shared GitHub repo for our code. It will be very beneficial for us to see what each other is working on, and we can come up with a plan for merging to master so we aren’t overriding one another.
    - <https://github.com/phillipseb/Final_Project_DSC630/tree/main>
    - All team members have been added as collaborators
  + Along with talking over task progress, we will perform informal peer reviews during our 30 minutes on Mondays, as well as completing the formal review documents for the corresponding milestones. We want to ensure that everyone is on the same page as much as possible to facilitate positive teamwork and communication!
  + Team members have been evaluating data sets which could be used for the project and will share with each other during our first call on Monday (12/6) to allow for us to come to an agreement and start working on our project.
* Week-by-Week Breakdown
  + Week 2:
    - Brainstorm topic ideas for data selection
    - Decide on a problem statement during our 30-minute meeting
      * Choose corresponding datasets
    - Task out milestone paper due for the week
    - Decide on technical approach and how to split and share work for coding
    - Complete work for the paper by Saturday 12/11 for review
  + Week 3 & 4:
    - Coding work!
    - Start compilation of report writing for the Milestone 3 paper
    - Assess current progress and direction
    - Weekly Monday meeting
  + Week 5:
    - Completion of tasks for Milestone 3 paper (submit by Saturday for review)
    - Peer Reviews (informal & formal)
    - Weekly Monday meeting
  + Week 6:
    - Preliminary talk around ideas for presentation
      * Tool, formatting, delegation of tasks
    - Begin building the presentation
    - Discuss takeaways from Milestone 3 work
    - Weekly Monday meeting
  + Week 7 & 8:
    - Continuation of Week 6
    - Weekly Monday meeting
  + Week 9:
    - Wrap up presentation work (submit by Saturday for review)
    - Maybe practice run?
    - Weekly Monday meeting
  + Weeks 10 & 11:
    - Start recording presentation
    - Organize paper and presentation --> prepare for submission
    - Work on technical report
    - Final touches
    - Weekly Monday meeting
  + Week 12:
    - Weekly Monday meeting 😊
    - Solidify presentation and paper (including technical report) and turn in!
      * Due by Thursday!!