**Milestone #1 Due 9/26/2022**

**Please push to GitHub a word document or PDF with the following information -**

* Project option selection
  + If creating your own project, please get approval from the teaching team before submitting
* Create git repository
  + Share a link to your group’s git repository
* Roles and responsibilities
  + 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
  + Point person for submitting all milestones

**Define roles and responsibilities**

Meeting Planning

* What is your team's preferred communication method - email, text, bcourse messaging?
* When will your team be holding meetings? How frequently will you meet? Are there times or days that work well for everyone?
* Discuss future non-academic commitments that might affect members' availability.
* Discuss meeting tempo: “checking in” at the beginning of meetings versus “just sticking 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?
* 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.
* Determine a point person to submit each assignment for the team.

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.

**Rubric:**

|  |  |
| --- | --- |
| **Criteria** | **Points** |
| Project Selection | 4 |
| Git repository created | 3 |
| Group meeting strategy/plan | 3 |
|  | Total Points: 10 |