Team: Abigail Duque, Misty Garcia, Katherine Boudreau

Topic: Monkeypox (MPX) infection rates in the European Union

Github Repository: <https://github.com/r-public-health-group/monkey-pox>

Meeting Planning

* What is your team's preferred communication method - email, text, bcourse messaging?
  + Text is the primary method of communication
  + If communication gets more complex, we’ll move it to an email thread or video calling.
* When will your team be holding meetings? How frequently will you meet? Are there times or days that work well for everyone?
  + We will meet Tuesdays at 5:30PM PT for approximately 1 hour. We will plan to meet at the beginning and end of each milestone period and can adjust as needed.
* Discuss future non-academic commitments that might affect members' availability.
  + No major conflicts. A few planned trips, but we will work out availability as conflicts arise.
* Discuss meeting tempo: “checking in” at the beginning of meetings versus “just sticking to business”.
  + We will start each meeting with a personal check in to see how everyone is doing, generally. Then we will follow with a project check in which can be a good time to air any project-related feedback or sentiments.
  + We will rotate who shares their screen and/or takes notes during meeting times.

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 will rotate who facilitates each meeting. We will have a google doc for each milestone.
  + We will decide who contacts GSIs on an as-needed basis.
* 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.
  + We will plan to meet with a GSI between Week 5 and Week 8, time TBD.
* Determine a point person to submit each assignment for the team.
  + Misty Garcia

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).
  + As soon as a conflict arises, we will create a meeting time ASAP.
* If the group is unable to resolve the conflict, seek advice from the instructional team.