

Group Collaboration Summary for Group 20 (CS261 Fall 2016)

Group 20 members:

Edward Francis	<i>francise@oregonstate.edu</i>
Danielle Goodman	<i>goodmada@oregonstate.edu</i>
Justin Kruse	<i>krusej@oregonstate.edu</i>
Charlotte Murphy	<i>murpchar@oregonstate.edu</i>
Garret Sweetwood	<i>sweetwog@oregonstate.edu</i>
Woohyuk Yang	<i>yangwo@oregonstate.edu</i>

Preferred meeting times: MST evenings/UTC+09:00 mornings

Week 2

Worksheets 0, 14, 15, 16, 21

Session 2: Saturday, 10/1/16

Attendees:

Edward Francis
Justin Kruse
Charlotte Murphy
Woohyuk Yang
Danielle Goodman

Topics of discussion:

- Worksheets due October 3
- Missing attendee

Means of communication

- **Slack** team channel cs261group20 will be used for general discussion for the group.
- **Webex** conference call hosted by Charlotte Murphy.

Methods of collaboration

- Justin created a Google Doc for each worksheet due on Oct 3.
- Group members either completed the worksheets by updating the copies on Google Docs or completed their own copy.
- During the week, group members used Slack channels for discussions specific to each worksheet in the appropriate channel.
- Members will use WebEx to communicate during group meetings. Slack team channels will be the main method of communication otherwise.
- All members should become familiar with hosting a webex meeting in case others aren't available to attend and host.

Worksheets 0, 14, 15, 16, 21

- Most group members went through the sheets individually before we discussed them as a group. As the group reviewed each worksheet, any questions asked by group members were addressed. At the end of the WebEx conference call, all group members present felt that they understood the material just fine.

Missing Attendee

- Garrett did not participate in this meeting or the worksheet discussions on Slack. We were previously concerned there may still be some technical hurdles with Slack, but all six group members have since joined the group's Slack team.
- Major announcements about meeting times or collaboration will continue in the Canvas Group until all group members are comfortable with using Slack.