Team Names: Zoe Brentzel, Ashwini Jha, Divya Palasamudram

# First Team Meeting Agenda

There is a difference between working as a group and functioning as a team. Take a few minutes at your first meeting to go through this agenda. Set someone to take notes from the beginning.

## Introductions

These first questions should be answered by everyone. These are questions to individuals and may differ between teammates. Use this time to listen respectfully to your teammates (even if you're old buddies). Try not to assume you know the answers others might give.

1. Introductions (name, major, etc)
2. State your name and major.
   1. Zoe: Computer Science, minor in Cognitive Sciences and Mathematics
   2. Divya: Statistics, minor in Data Science in Business
   3. Ashwini: Statistics, minor in Computer Programming
3. Optional: tell one crazy thing about yourself which the others might not know.
4. Individual motivation
   1. What motivates each of you to put forth your greatest effort? (Grades? Competition? Approval? Completion?)
      1. Grades and GPA! Also that good resume building
5. Individual goals for the project
   1. What grade does each person want?
      1. We strive for a 95
   2. How much does learning something matter to each person? Is getting a good grade enough? Do you want a broad understanding beyond the scope of the project? Somewhere in between?
      1. The grade is a motivating factor, but the main goal is to come out of this course with a better understanding of data science and its applications
6. Time willing to commit
   1. How much time are you willing to spend?
      1. 3 hours per week, adjusted as needed
   2. If things don't go as planned, would you rather take a lower grade or work late into the night?
      1. Work late into the night
7. Time restrictions
   1. Are there times you are unavailable to work on the project?
      1. During class
      2. Mornings
   2. Are there other demands on your time which might impact the project?
      1. Other courses
8. Strengths and weaknesses
   1. What are your strengths? What are your weaknesses?
      1. Strengths: Collaboration, teamwork, positive attitude, programming
      2. Weaknesses: Debugging
   2. How can each of you contribute best? (Be honest here.)
      1. Ashwini: I can help draw conclusions, and code.
      2. Zoe: Coding, take notes
      3. Divya: Coding, working with datasets
9. Contact preferences
   1. What are your first and second choices for getting in contact with each other?
      1. Text, then gmail
   2. What are your expectations for response time?
      1. 24 hours
10. Concerns
    1. What is your greatest concern about group work?
       1. None
    2. What are the best and worst experiences you've had with group work?
       1. Some people are very proactive, while others don’t put in effort to contribute.

## Group Goals

Now, take the answers you gave as individuals above, and discuss *group* goals for the project. Finalize group goal(s) to which everyone can agree. Note: finishing the group goals does not finish the first meeting! It is important to continue to discuss *how* you will meet those goals. (Turn to page two.....)

## Team Workings

Once these items have been discussed with every team member contributing and listening, the team should decide on the logistics for the project. As you answer these questions, keep these things in mind:

* Documentation (Document everything, even for a small project!)
  + Who will act as scribe?
    - [Zoe Brentzel](mailto:zebrentz@ncsu.edu)
  + Where will these documents be kept?
    - Google Docs
  + How will items be shared?
    - Google Drive
  + Github repository link
* Scheduling and task planning
  + How will the team communicate?
    - Via text message or discord
  + Agree on a method and response time expectation.
    - Text Messages, in-person, approximately 24 hours
* Contingency plans (Answers to these questions will evolve, but it's best to have them out in the open before beginning a team project.)
  + How will you handle a change in team membership?
    - We like our current team and believe that we will work well together. However, if the situation demands it, we will adapt as necessary.
  + How will you handle it if a member needs to change his commitments?
    - We will adjust as needed.
  + What happens when a team member is going to be late or absent from a team meeting?
    - We will update our schedule and let that team member know
  + What should a team member do if he/she becomes frustrated with another member?
    - We will communicate our issues calmly and effectively.
  + How will the team handle a member who wants to do nothing? or who wants to do it all?
    - If a team member wants to do nothing, we communicate with the instructor
    - If a team member wants to do it all, the rest of the team will need to review to see that the project is up to our standards.
  + What happens when a team member hasn't met their commitment and the deadline is approaching?
    - Communicate
  + Were there other failures mentioned above that you need to make a contingency plan for?
    - We do not foresee any other failures happening

### Project Logistics

Now that you've discussed the above, you can discuss the specific assigned project. (Too many teams skip the discussions above and only discuss the project; this leads to many misunderstandings which could have been avoided.)

1. What will be required in completing the project?
   1. Data wrangling, exploratory data analysis, data querying visualization, analysis, interpretation, coding, poster making, presentation
2. Roles: who will do what?
   1. Given the requirements of the project, we will all be involved in every part of the project.

### Group Contract

Complete and sign a team contract. A sample is provided here [Project Team Contract.](https://docs.google.com/document/d/11QaDQvoIhulCIuPJdvUDWM6IaGIcRUbDATLY2YLhekA/copy)

#### Scheduling

Schedule the next team meeting.

#### Action Items

Take a moment before you leave to review the action items for each team member. Include who is doing what, when, and how you will follow up. Make sure that someone is documenting action items in a way that everyone can view them.