- **Team Name** Frog Finders

- **Date:** 1/11/24 2:00 pm

- **Location or Media** Rheki G005, in-person

- **Attendees** –

    - Wade Canavan wacanava@mtu.edu 5865228379
    - Spencer Phillips spencerp@mtu.edu 901-219-5659
    - Katie Ulinski   khulinsk@mtu.edu 224-908-8431
    - Gabe Smit   gjsmit@mtu.edu 616-510-4717
    - Jake Wilkins   jjwilkin@mtu.edu 616-535-9547
    - Ben Walby   bhwalby@mtu.edu 989-312-4086

- **Action Items**

    - project assignment 2

        - Create Team name ✅

        - Create Team email address ✅

        - Create Team leader names and role ✅

        - Create Table of team member name and GitHub name in Excel or CSV format ✅

        - Create team charter

- **Discussions, Decisions and Rationale** –

    - Decided to name team Frog Finders

    - Created google group cs4760-thefrogfinder-l@mtu.edu

    - Appointed Gabe Smit as Technical Lead

    - Appointed Ben Walby as Product Owner

    - Team Governance will be. Our team will use a majority rules governance method. All suggestions for a decision will be made before a vote commences. Additional votes will be taken in the event of a draw.

    - Decided Grounds for dismissal

- 3 instances of being more than 10 minutes late to a team meeting without an excuse

- 2 instance of missing a team meeting without a valid excuse

- 2 class absences without prior notification of team members

- 2 instances of missing agreed upon deadlines to submit work to the team without notice of extenuating circumstances

- **Next Steps** –
  - Plan Agenda for Meeting with Scientist and Programming Assignment 2