

- **Team Name** Frog Finders
- **Date:** 1/16/24, 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
 - Jane Sinclair jsinclai@mtu.edu 616-881-0055
- **Action Items**
 - Project Assignment 3
 - Create pre-interview document
 - Decide roles
 - Decide questions
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- **Discussions, Decisions and Rationale -**
 - Have questions you want to ask but feel free to ask questions that are not specified
 - It's a conversation
 - In future projects, CTA could be very useful to use
 - Structured or semi-structured interview technique
 - Jane and Spencer will be note takers
 - Ben will be question asker
 - All other members will act as supplementary question askers
 - Ask a lot of questions about what they had
 - When emailing scientist, they may not respond to emails if there is no question in the message

- Do we need base code to modify or are we making something new?
- Went on website and made comments/observations of how it looks/works
- Discussion of team website and what is required
- Suggestions about changes to the questions asked
- Reorganized question document so that questions flow more reasonably
- Discussion on how we are structuring supplemental questions for an interview
- **Next Steps –**
 - Email scientist to confirm meeting
 - Hold interview with scientist