Team Meeting #1
Group Formation//Getting to Know Each Other and the Task at Hand

Members Present: 5/5
Colin Cubinski
Daniel Nahkla
Matthew Restivo
James Rocco
Justin Valentini

Date: September 11, 2006
Start Time: 9:00PM
Location: J. Spencer & Patricia Standish Library

1) Assigning Titles/Getting Acquainted
At this point, we all got together at the library a little before nine o’clock, and introduced
ourselves all around to make sure we were all familiar with the people we would be
working with for the duration of the semester/academic year. After discussing what we
had read on the website from the groups of years past, as well as what was discussed in
class, we came up with titles for each group member, making them as reflective as
possible with respect to the individuals responsibilities. The final result is as follows:
   a) Team Leader: Matthew Restivo
   b) Team Librarian/Record Keeper: Colin Cubinski
   c) Web Administrator: Justin Valentini
   d) Systems Administrator: Daniel Nahkla
   e) Team Project Manager: James Rocco

2) Project Selection
The team leader quickly summarized the meeting with Dr. Tim Lederman, where our
group was initially selected and created. This was basically a summary of the first e-mail
we had received from the team leader. This is where we also officially confirmed that our
group project would be involving a program designed for the Computer Science 010 class
at Siena College, involving the automated grading of Microsoft Excel lab exercises.

3) Team Name / Project Name
The second half of the meeting consisted of brainstorming. We needed to come up with a
team name first. The list of candidates included:
   a) Pear Software
   b) Happy-Go-Lucky Software
   c) Figure-8
   d) Dual-Core Software

For now, the team name we have selected is Pear Software, and if this is to remain
permanent, a team slogan will be created that is fitting to the title. Figure-8 and Dual-
Core Software remain secondary favorites if we decide to change.
Possible project names:
  a) The Electronic Teaching Assistant
  b) e-SATA: Electronic Spreadsheet Automated Teaching Assistant
The favorite at this point in time is e-SATA, and this will likely be our permanent Project Title.

4) Establishing Dedicated Meeting Times / Closing
We decided that the best time for meeting each week would be the following:
Monday Nights: 7PM
Thursday Nights: 7PM
Since we all live in the townhouses, we decided to take turns using our houses for meeting locations. At this point, we ended the meeting.

End Time: 9:40PM