

- Expected level of achievement and effort for each team member
 - Do our best and make this app worth the time we spend on it. We want to stay on top of this and aim for an A. However, we don't want to compromise our wellbeing for the sake of the project.
- Personal goals for each team member
 - Shariqah: I hope to contribute to all different aspects of this project (design, implementation, etc.) so that I can learn all of the different components that go into creating an app. I am looking forward to creating a product that is exciting and that will inspire me to create impactful products in the future. In addition, I would like to collaborate with the team in a way that best suits everyone's goals and working style.
 - Noah: My goal for this project is to learn how to develop an entire idea from start to finish including all aspects of both front-end and back-end design. I hope to be able to produce an end product that both looks professional and has all of the functionality we have discussed in the concept design. I think my main weakness is working with Vue on the front end so I hope to get a lot better at that during this project.
 - Kylie: My goals with this project are to learn as much as possible about developing a web app as a team and come out of it with a sense that I've done something useful. I also want to learn about the technical aspects of app design and develop a more comfortable process of how to put everything together from start to finish.
 - Sam: My goal is to learn about all the different aspects of building a complete app front end to backend in a team. I don't have a lot of experience with databases so one goal is I would like to work more on that.
- Frequency, length and location of team meetings
 - Location: Zoom
 - Sunday 3-5pm EST
 - Wednesday 5-7pm EST
 - Additional times as needed
- How quality of work will be maintained
 - Always use a branch
 - Only push to master if you're sure it's working
 - Pull frequently
 - Unit tests if needed
 - Comment code
 - Update on progress in chat and during meetings
 - Meaningful commit messages, branch names
 - Merger should resolve merge conflicts
- How tasks will be assigned, and what to do if deadlines are missed
 - Divide tasks each meeting and update on progress at following meeting
 - If you can't meet a deadline, let the team know ASAP
 - Let the team know if tasks should be redistributed because the workload wasn't balanced
 - Record task assignments in sheet or doc
- How decisions will be made and disagreements resolved
 - Majority rules

- If there's a tie, discuss until a solution is agreed upon
 - Ask TA if resolution is not achieved
- Constructive criticism only
- If an argument arises, step away and come back