

Team Standards - Group 77

	Writing Assignments	Code & Project features
Work Completion	Writing assignments we plan on working on them individually throughout the week and making sure it's complete and ready to submit on the due date.	Coding related and project items should in general be completed a day before its due. Features can be split up into individual pieces and separate due dates / timelines can be decided. Github flow can help in this regard by having individual team members work on features using their own copy of code and pushing changes after ward.
Work Quality	Team members have agreed to be consistent with their efforts in producing writing documents that are required. We have decided to divide the work among all team members equally for this portion.	The group will decide together what features need to be completed in which order, and then set deadlines for when each feature or segment is due. Team members can pick from the features which ones they want to work on. Features should be working as described when completed unless there is an unforeseen problem.
Meeting Attendance	Group members should try to attend all meetings unless they have a reason that they are unable to attend	N/A
Meeting Preparation	For meetings with the TA and our project sponsor, group members should be prepared to discuss the progress that has been made since the last meeting, and inform the sponsor and TA of any complications or problems.	Same as previous

	Inform them of our plans moving forward, and where we plan to be by the next meeting.	
Conflict Management	First we will communicate what the issue is with all team members and listen to what everyone has to say. From there, we will collectively make a decision to solve the conflict.	Same as previous
Other	none	none