

Table 1: Revision History

Date	Developer(s)	Change
Date1	Name(s)	Description of changes
Date2	Name(s)	Description of changes
...

SE 3XA3: Development Plan

Title of Project

Team #, Team Name
Student 1 name and macid
Student 2 name and macid
Student 3 name and macid

Put your introductory blurb here.

1 Team Meeting Plan

Our team will hold regular meetings on Tuesdays and Thursdays, for about two hours. We will meet either in a free room in MDCL or in the Thode Library

Meetings will be chaired by the person most knowledgeable about the meeting's focus. Team members should come to the meeting with their tasks completed, aware of the current state of the project, and aware of the next steps planned. They should also prepare agenda items that they feel important to discuss.

The Scribe will take minutes and draft agendas from the items brought by team members and upcoming milestones. Each agenda item should be phrased as a question, and should be unbiased, e.g. *What Language Should We Use* is better practice than *Should We Use C++?*.

The meeting should follow the structure of the agenda. Important decisions will ideally be decided by consensus. If a discussion stagnates and moves allotted time without the group reaching a consensus, a decision will be made by vote.

2 Team Communication Plan

3 Team Member Roles

4 Git Workflow Plan

5 Proof of Concept Demonstration Plan

6 Technology

This project will be developed in

7 Coding Style

8 Project Schedule

Provide a pointer to your Gantt Chart.

9 Project Review