

Group Policies

1. Team Members

Michael McGuan, SQL Wizard

Derek Woodard, Python Guru

2. Team Number & Name

Group 4, *High Strung*

3. Communication Method

The team will communicate using Discord for text messages, voice, and video calls. Upon receiving a message, team members will have 24 hours to respond using the primary method. If more than 24 hours has passed without a response, team members will follow up with a text message or phone call.

For version control, the team will use Git/GitHub. The team will maintain a GitHub repository to which all members have read/write access. As team members finish tasks, they will pull from the repository, merge their changes, and push their work back to the repository so the rest of the team can access it.

4. Team Policies

To maintain an atmosphere of collaboration and promote harmony within the group, team members will strive to be open to different approaches to solving problems. When beginning an assignment, each member will have a chance to present their ideas and the group will consider the merits and challenges of each proposal before deciding on a mutually satisfactory plan of action. Ultimately, all team members will be flexible and willing to compromise for the collective interests of the group.

The team will manage the project using Jira. At the beginning of each module, we will create tasks and assign each one to a team member. As tasks are finished, they will be moved to the completed column. We will also add status updates to the tasks to keep the group informed on the progress of each task.

If a team member gets confused, they will firstly revisit the module(s) related to the topic of confusion. Next, he will communicate with the team as soon as possible to let them know what the issue is and see if they can provide any clarity or support. Finally, the team will use the Ed Discussion to ask questions and research similar issues that other teams may be having.

If we do not hear back from a team member within 72 hours, and have exhausted the primary and backup methods of communication listed in "Communication Method," the next step will be to alert the instructor of the team member's absence.

If a team member should fall behind in their work, the team will call a “meeting” to determine the reasons for falling behind. It is possible during this time that work will be reassigned, refined, or addressed so as to mitigate the delay.

If a team member has a planned absence (eg, vacation, work conflict, or family event), he will notify the team as early as possible and complete work ahead of time to make up for the absence.

If a team member feels that another team member is not contributing sufficiently, he will notify that member and initiate a discussion about expectations and responsibilities within the group. Both members will try to come to an agreement regarding the distribution of tasks that they feel is fair. If this becomes a repeated offense, a team member will notify the instructor.