**Ground Rules**

**Team Procedures:**

* Meeting Times:
  + Plan to show up to all team meetings
  + In-class meetings
  + Out-of-class weekly meeting 7-9 pm: on either Monday or Wednesday
* Communications:
  + GroupMe
  + Response time: 6 - 8 hours (except during crunch time)
* Decision Making:
  + Come to a consensus on important design decisions. Majority rules for any disagreements
* Meeting Agendas:
  + Team will work together for planning meetings with sponsor
  + One person will make sure it is formatted correctly
  + Weekly deliverable person will take lead on team meeting agendas
* Record Keeping:
  + One person is assigned each week to record minutes for sponsor meetings.
  + Notes will also be kept for weekly team meetings in Google docs.

**Work Quality:**

* Project Standards
  + Closely follow an Agile methodology (or whatever process the sponsor uses)
  + Follow through on commitments made at weekly meetings
  + Tests should pass before pushing to a main branch in GitHub
* Strategies
  + Divide labor to:
    - Maximize the number of people working in their specialties
    - Maximize the scope of people’s work
    - Minimize the difference in the amount of labor between different members
  + Communicate to each other about:
    - What we intend to do before our next meeting
    - What we did since our last meeting
    - Issues that we run into
  + Github:
    - Each person should have their own branch in GitHub
    - There should be a “development” branch to integrate everyone's work before pushing to master
    - Make relevant pull requests and actually review it before approving
    - Meaningful commit messages, should reference an issue
    - Issues/Kanban
* Process Standards
  + Try to divide work in an equal manner
  + Make no change or action which the other members of the group are not aware of.

**Team Participation:**

* Rely on other members of the group if you come across an issue preventing or obstructing your work.
* If you find that someone is not contributing or hindering the group effort, proactively reach out and try to help solve that problem.

**Accountability:**

* Members will hold each other accountable for completing promised work as well as following the rules laid out in this document.

**Consequences for non - participation:**

* As laid out by Ms. Heil, the non-participation of one member is initially the responsibility of the whole group to correct.
* If the issue cannot be resolved, mediation will be sought from the faculty leads of the class.
* If these people determine that the non-participation is inexcusable and cannot be solved, such people will determine the course of action which is outside of the hands of the group.

**Roles:**

* Deliverable-person
  + Weekly rotating role. This person is responsible for working with others to ensure that weekly deliverables are accounted for. Also responsible for being the facilitator during sponsor meetings
* Note taker
  + Weekly rotating role. Responsible for recording all discussion and questions during sponsor meetings
* Document formatter
  + One person throughout the semester who makes sure all documents are formatted in a uniform and professionally acceptable way.

**Team Signatures:**

* Spencer Yoder
* Daniel Mills
* Jeen Shaji
* Jonathan Balliet
* Caleb Boswell