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| Version | Description | Responsible | Date |
| 0.1 | Initial Draft | Bixby | 5/7/15 |
| 1 | Final | Bixby | 6/20/15 |

***What is the scope of this policy? (scope of the term project)***

Group 2, Team 1 is going to deliver a web page for the project, hosted at BU, with project-specific information, a BU twitter feed and a simple form to add new members to the team.

***The work is going to be divided as follows:***

* **Jake** – Scrum master, owns the pivotal board and requirements
* **Gokul** – design and coding work
* **Jeremy** – project management, quality, other ad hoc project needs

***How often team members meet?***

* Team members provide scrum-based updates 3 times a week (M/W/F) on Slack. Sprint planning session will be performed through slack. Iteration review will be done in concert with the planning session for the next iteration, and will simply review the work completed during the sprint. Sprints will be weeks in length, for a total of 2 sprints plus a week of testing.

***How is work reviewed among team members?***

* Work will be reviewed through testing by quality (Jeremy), as will it be reviewed through iteration reviews done twice during the project. Issues will be logged and tracked in github.

***How are the results prepared and submitted to the facilitator?***

* The facilitator has been invited into all tools that the team has elected to use for the project. The PM (Jeremy) will submit a weekly status report indicating progress towards the project’s goals. Other materials (e.g. project artifacts) will be collected by the PM and submitted via zip file to the facilitator’s email prior to the associated milestone date. The final output of the project will be available on BU’s server; the link will be sent to the facilitator.