**Team Launch**

| Name: | Kyungchan Im | | Team No. | | 2 | Instructor | Nasser Tadayon | |
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| Date: | Jan 24, 2023 | | | | | | | |
| **Team Name: LAKE** | | | | | | | | |
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| **Team Members with Roles and Contact Information** | | | | | | | | |
| **Role** | | **Name** | | **Email** | | | | **Phone** |
| Team Leader | | Kyungchan Im | | kim@my.gcu.edu | | | | 602 – 732 - 8340 |
| Development Manager | | Levi Guerengomba | | lguerengom@my.gcu.edu | | | | 240 – 549 - 2875 |
| Requirement/Support Manager | | Aaron Galicia | | agalicia3@my.gcu.edu | | | | 623 – 866 - 8607 |
| Quality/Process Manager | | Everyone | |  | | | |  |
| **Weekly Meetings:** | | | | | | | | |
| |  |  |  | | --- | --- | --- | | **Day of the week** | **Time** | **Location** | | Wednesday | 5:00 PM | Hybrid (GCU/REMOTE) | | | | | | | | | |
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| **Team Goals:** | | | | | | | | |
| Submit a progress report at least once per week to effectively track progress and identify areas for improvement. | | | | | | | | |
| Ensure that all work is completed before Sunday to maintain a timely schedule. | | | | | | | | |
| Achieve a minimum completion rate of 90% or higher on all weekly assignments | | | | | | | | |
| Submit at least one commit per week to the project's Github repository to maintain a clear and accurate record of work. | | | | | | | | |

* The Team Leader leads the team and ensures that the members are aware of the status of the project and with members' input, chairs the meetings (agenda, action items, division of work) and monitors participation and contribution.
* The Development Manager leads and guides the team in designing and developing the product.
* The Requirements/Support Manager leads the team in developing the requirements and helps the team meet its technology and administrative support needs.
* The Quality/Process Manager supports the team in defining their process needs and establishing and managing the quality plan.