# Team Mindio - Team Norms

## Team Members:

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| --- | --- | --- | --- |
| Amanpreet Gharial | 780-243-5511 | amangharial@gmail.com |  |
| Karan Karan | 780-902-7396 | karansakhuja88@gmail.com |  |
| Simran Kaur | 587-930-7657 | kiranmehra997@gmail.com |  |
| Dominik Kowalczuk | 587-315-4814 | ddom845@gmail.com |  |
| Kirkland Morrill | 780-265-1259 | kirkbenm@gmail.com |  |
| Praneesh Padam | 780-908-4933 | praneeshpadam@gmail.com |  |
| Vivek Singh | 780-200-1890 | vivek.singh905@gmail.com |  |

## Team Captain

The Team Captain (leader) will be: \_\_\_\_\_ not kirk\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Class Attendance

Members are expected to arrive on time and attend all in-class team meetings. Members must be prepared and ready to take part in discussions and contribute. In the event that a member cannot come to class or is going to be more than 15 minutes late, they hold the responsibility to contact at least 1 member of their team, at least 2 hours prior to the lesson, via the communication method of choice.

If a member of the team is absent for any reason, it is their responsibility to contact the group to catch up on missed work.

## Out of Class Meetings

If a group meeting outside of class is deemed necessary by the group, meeting place and times will be announced via the communication method of choice. If a member is unable to attend a scheduled work session, he/she must notify all team members 12 hours prior to the meeting.

## Communication

Communication will be done via [Discord](http://discordapp.com), accessed with the following link: <https://discord.gg/R3WvHH>

## Data Maintenance

Documents and group work is to be distributed and updated through [Google Drive](http://drive.google.com). Version control will be accomplished through [GitHub](https://github.com/). Team members are expected to document what work they have completed so that workload distribution can be easily identified. All data on Google Drive is to be backed up on local machines.

## Conflict

If interpersonal issues arise, they must be discussed with the group. Conflicts will be resolved by group consensus. If a consensus cannot be reached, the issue will be brought to Steve.

## Facilitation

Decisions are agreed upon by vote. All ideas will be heard and respected. Only members who are present at the meeting will have their votes counted for the current decision. Members are to be prepared and ready to take part in discussions. A group member will volunteer to be a facilitator for each discussion, and may be different for each discussion.

## Workload Distributions & Team Norms

Workload distributions and team norms modifications are voted upon during meetings. Any revision to the Team Norms must be signed by the entire team before it is put into effect.

## Final Goal

A+++!