Goals: - We are aiming for an A on this project. In order to do this, we should start early and stay on top of our work. Therefore, our first short term goal is :

- Over Thanksgiving break, each team member will complete the warm-up, and will write up their portion of the design.

Meeting Times - We will attend every lecture, as it is a good central location and will ensure that we meet regularly and make good progress.

- We also will meet during "recitation" times. Since we may have different recitations, we will decide what time will be our Tuesday and Thursday meeting when we meet on the 26th.

GIT policy - To avoid git conflicts, we will mantain the "Currently Working On:" document in this file. Before you begin working on a file, check this document to ensure no one else is, and then write what files you are touching and the current time under your name. When you finish, commit, push, and erase what you've added to the document.

Additionally, we will encapsulate the project as well as possible, which should also help avoid these issues.

Goals

- What are the goals of the team?

  o Get an A

- What are your personal goals for this assignment?

  o Get an A

- What kind of obstacles might you encounter in reaching your goals?

  o Time constraints

  o Organizing meeting times

- What happens if all of you decide you want to get an A grade, but because of time constraints, one person decides that a B will be acceptable?

    o Dejuan and I would prefer an A, but a B would not be the end of the world

- Is it acceptable for one or two team members to do more work than the others in order to get the team an A?

    o If necessary.

Meeting Norms

- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?

- **How will you use the in-class time?**

    o **Meet, and work in the lecture hall.**

- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?

    o Depends on what is necessary. The answer to both of these questions will increase as we approach the deadline.

- How will you record and distribute the minutes and action lists produced by each meeting?

    o Google Docs

Work Norms

- How much time per week do you anticipate it will take to make the project successful?

    o The class time each day, plus extra meetings, increasing in length and frequency as we approach the deadline.

- How will work be distributed?

    o Each person will do one of three parts - the client, the server, and the GUI.

- How will deadlines be set?

    o As a group during meetings

- How will you decide who should do which tasks?

    o We'll let each member voice their preference, and if there is any conflict, we'll decide arbitrarily.

- **Where will you record who is responsible for which tasks?**

    - **Google Drive**

- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?

    - We will talk with them about contributing more to the team and the necessity of being reliable.

- How will the work be reviewed?

    - Whenever one of us hits a major milestone, we will ask another person to review our code. This will also help ensure everyone is familiar with the code base.

- What happens if people have different opinions on the quality of the work?

    - We'll discuss it further, but ultimately, the final test will be if it works, is thread/rep safe, and is commented.

- What will you do if one or more team members are not doing their share of the work?

    - We will continue to pressure that person to do the work necessary, while also planning for if they do not.

- How will you deal with different work habits of individual team members (e.g., some people like to get assignments done as early as possible; others like to work under the pressure of a deadline)?

    - By setting deadline for ourselves, we should be able to avoid these issues.

Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?

    - Depends on the magnitude of a decision. If it is an internal decision for an individuals portion of the project, then certainly not. However, if it affects the other member's work significantly, then we should discuss, so at least is aware.

- What will you do if one of you fixates on a particular idea?