

Work Completion	<p>Work division: At least once per week during our team meeting, our group will collectively decide on what work at minimum needs to be done, and divide it between team members. When work is assigned, clear due dates will also be chosen by the team, and, if needed, the client. An internal document will be drafted to show the division of work, and will be kept by the team to promote accountability.</p> <p>Each team member will be responsible for completing their work by the due date we choose. Negotiating an internal due date well in advance of the date is encouraged, especially in circumstances where details complicate a previously simple task.</p> <p>Team members are allowed and encouraged to do extra work at their discretion. This is to ensure the best final project possible. Doing extra work will not necessarily exempt any team member from being assigned work in the future.</p> <p>GitHub: Our team will use GitHub for this project and will use GitHub flow for our team's workflow. If a team member makes a pull request, at least one of their peers will need to review it and accept it or discuss changes. Feel free to use Discord to reach out to your teammates about your pull requests and any question you might have regarding the code.</p>
Work Quality	<p>Overall quality: Ultimately, we are working for our client. The quality of any one part of our output reflects on everyone. All members of the team should be equally invested in the outcome of our work and should contribute accordingly.</p> <p>Comments: All code should be commented thoroughly. Functions should have comment headers that clearly explain what the code does. Inline comments are fine but not required, they should clarify confusing sections of code.</p>
Meeting Attendance	<p>Meeting with client: Meet in-person as needed. Tuesday from 9:00 AM to 9:30 AM. This will serve to answer the team's questions about the direction of the project (such as features and milestones) and how the client wants the project to move forward.</p> <p>Meeting with TA: Fridays from 3:30 PM to 3:45 PM via Discord. This will mostly serve to answer our questions about coursework, especially in cases of Friday deadlines.</p> <p>Meeting between team members: Team members will meet weekly at an agreed-upon time and place. Everyone's schedule is tentative, and so any changes in the team meeting should be announced days beforehand.</p>
Meeting Preparation	<p>Meeting with client: Each team member should come to the weekly client meeting prepared to discuss our work. Team members are strongly encouraged to raise any questions they have to the client directly. The client's time is valuable, so our weekly meeting should be the main time for us to get our questions answered and confusion resolved.</p> <p>Meeting with TA: We should come to the meeting with the TA preparing any questions encountered about the course content.</p> <p>Meeting between team members: Each team member should come prepared with their laptops. Communication is also conducted through Discord which team members should be keeping up with.</p>

Conflict Management	<p>Philosophy: Team members should be putting the interests of the client before themselves. Each team member is equally invested in this project regardless of experience or skill. It is critical that in the event of a conflict that all team members can put their differences aside, treat each other with respect, and try to find a solution that makes all parties—and most importantly the client—happy.</p> <p>Resolving conflict: All parties take turns respectfully making a case for their side of the argument. Parties focus on the problem at hand and do not attack the character or competence of the other parties.</p> <p>Once all parties have gotten to voice their concerns, the team as a whole reviews the materials and decides what options are possible to vote on. In many cases, there may be an option that is a compromise between what each party wants. A vote is then cast by each of the four team members to resolve the issue.</p> <p>Once the vote is complete the results are final. All parties put the issue behind them and do not bring it up further.</p> <p>Ties: In the case of a vote resulting in a tie, if a party in the conflict was assigned to the task in question, then that party wins a tiebreaker as they have domain over the task. Otherwise, complete randomness is used to break the tie (dice roll, coin flip, etc.).</p>
Communication	<p>Discord: Discord is our main form of communication for this project. Each team member should try to look at the Discord at least once per day to see what the team has been discussing.</p> <p>Absences and extenuating circumstances: Each member of the team is expected to give notice to the rest of the team when they cannot make it to a team meeting or cannot meet the expectation for work. If one or more members cannot complete their assigned work during a given week, the other members are encouraged to pick up the slack, but are ultimately not obligated to do so. In the same way that the quality and completeness of our product reflects on everyone, so too does our willingness to go above and beyond.</p>