

# Group 1 Expectations

## **Coordinator** - Derek Hunter

Checks with other team members before each meeting to remind them of when and where they will meet and what they are supposed to do. During meetings, coordinator keeps everyone on task and makes sure everyone is involved with every aspect of the project.

## **Recorder** - Kenan Spruill

Maintains notes and code for work done during each meeting and is responsible for committing meeting minutes and notes/code to the group git repo after the meeting.

## **Monitor** - Eric Mckinney

Checks to make sure everyone understands what's happened in each meeting, and that they are clear on their assigned tasks. You should end each meeting 5-10 minutes early so that the monitor can perform this check—it is actually useful for everyone to repeat out loud to the group what they will do before the next meeting. Checker double-checks the deliverables before they are handed in.

## **Checker** - Jacqui Anderson

Turns in a hard copy of the project summary report (making sure to include the names of all team members that participated in the work), and they are responsible for e-mailing the URL for the group git repo to Adele by 9:00am on the morning of the team's presentation. If the checker anticipates a problem with submitting the project deliverables on time, it is his/her responsibility to make sure someone on the team does so.

1. We will show up to meetings on time. If a conflict arises, we will inform another member of the team as soon as possible.
2. If we are having a difficult time completing our agreed upon task(s) before the next team meeting, we will discuss our difficulty with another team member and try to resolve it before the meeting.
3. We will communicate often with each other and reallocate responsibilities if any one of us feels like we are doing too much or too little.
4. Each member is in charge of fulfilling their assigned task but, if needed, will assist other members with their task.
5. Speak out. Let other team members know when something is confusing or if you need help. Also, be honest and upfront about opinions and ideas.
6. At least one other person in the group should check pull requests. That other person should give the ok through github.

By signing you agree that to the best of your ability you will fulfill the requirements outlined above.

Derek Hunter: \_\_\_\_\_

Kenan Spruill: \_\_\_\_\_

Eric Mckinney: \_\_\_\_\_

Jacqui Anderson: \_\_\_\_\_