

Project Norms

Glancify

Version 1.0

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1 Project Meeting Rules:

- Be on time for all team meetings.
- Team leader will create and disseminate agendas for each team meeting.
- All team members will attend project meetings unless theres a case of emergency.
- Team will be patient with alternative viewpoints, different kinds of learn- ers, writers, speakers.
- No responsibilities will be assigned unless that person who is being assigned the responsibility/task accepts it.
- If a person to be given a responsibility/task is not at the meeting, the team leader will review that assignment or action item with the person before the responsibility/task is designated.
- Team leader will set and inform a regular weekly meeting time thats kept open by all members from week to week.
- The meeting schedule will be flexible, and meetings will be arranged as needed and based on availability.

2 Project Guidelines:

- Inform team leader if unable to complete work on time.
- Set deadlines for each deliverable in advance of due date to allow for collaborative revisions.
- Code will be open source and no copying without mentioning credit.
- Plagiarism is strictly prohibited.

3 Team attitude:

- Group members shall treat each other with respect.
- Team will make constructive criticisms with suggestions for improvement.
- Team will have positive attitude towards the individual members, projects and course.
- Team will take initiative by offering ideas and volunteering for tasks.