1. How you will work together (respect, professionalism, inclusive, etc.)

Every team member should be as active as possible. If the time limits allow\*, we should hear out every member’s opinion and whether they agree or disagree on every major decision, concerning the whole project. In cases of disagreement, every member of the team should either be looking for compromises or have a discussion with arguments to back their opinion.

\**in urgent matters if a minority of the team are missing (not present online or busy with other activities), the rest of the team may carry out decisions without consulting them.*

1. When and how frequently will you meet?

**Once a week**

1. Who will attend meetings (everyone?)

**Everyone should attend the meetings.**

1. What technology will you use to meet?

**Microsoft Teams**

1. Do you want your supervisor to set you up a Blackboard Collaborate Room?

**No**

1. Do you want your supervisor to set up a Teams Team?

**No**

1. Something else. We suspect some teams will use Discord

**No**

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1. Where will you store work in progress of team tasks? Are you coding, if so probably GitHub? If not maybe a Teams Team? Or a shared directory? How do you want to do this?

**GitHub**

1. Will you work on team tasks between meetings or will only when all together?

**Between the meetings**

1. Which tasks are you each going to work on(suggest all complete team tasks and you each complete the individual tasks separately)?
2. When and how will you decide who focuses on which tasks
3. How are you going to manage your team?

**Self-managed and keeping an eye out on other members**

1. What are you going to do if there are issues?

**Solve them**

1. Time management / Project planning / Do now, do later, do last minute?

**Team members might track their own progress however they want. Otherwise Gantt charts and To Do cards.**