

Part I: Communication and Collaboration

When approaching this project, the plan for completing the project deliverables revolves around trying to accommodate each team member's schedule. To work around challenges such as members who commute or work long hours, every member has submitted their general availability. As the semester progresses, we'll discuss weekly availability, too.

In the event that there is no common free time amongst the team, each person will be given a task to work on in their free time. Task delegation will be discussed in class, via Google Hangouts, or text message.

Each team member will provide updates on when they have finished their assigned task, so that the group can assemble the final product. If a team member is experiencing difficulty with their portion of the deliverable, then they need to let the team know as soon as possible. Remote meeting and collaborative document technologies such as Google Hangout, Slack, and shared Google Docs will play a role in the success of all project deliverables.

Team Member Information		
Team Member	General Free Time/Best Workdays	Roles
Ani Tansinda	Evenings (T,Th)	Team Captain, Code Editor
Amina Lampkin	Evenings (M,W,Th)	Scheduler, Code Editor
Edward Tatchim	Evenings (M,T,W)	Narrator, Code Editor
Femi Odekunle	Evenings (M,T,W)	Narrative Editor, Code Editor
David Carroll	Evenings (T,W,Th)	Secretary, Code Editor

Part II: Team Roles

Team Role Definitions	
Team captain (Liaison)	<ul style="list-style-type: none">● Check in on team members● Tie-breaker
Scheduler (Alternate liaison)	<ul style="list-style-type: none">● Keep track of assignments, stand-ups, and meeting dates● Remind members to RSVP to meetings
Code Editor	<ul style="list-style-type: none">● Setting formatting requirements for the database<ul style="list-style-type: none">○ Metadata to include○ Column header format○ Structure of code comments for readability and reproducibility● Formatting the code to the deliverable expectations
Narrative Editor	<ul style="list-style-type: none">● Proofread the deliverables to ensure the expectations are met<ul style="list-style-type: none">○ Grammar, clarity, sentence structure, fluency○ Professional voice pointed toward the right audience, stakeholders
Narrator	<ul style="list-style-type: none">● Presenting the two-minute standups in class

Since Ani is the Team Captain, she will be the primary liaison. Amina will be the alternate liaison given her familiarity with the project timeline.

Part III: Timeline

We have set forth a general plan on how to approach the different deliverables for the project. To create a high-level schedule, we have 5 different steps along the timeline. The first is assigning parts. We will discuss and choose roles after reviewing the rubric, as well as our progress in the database. The second step is to check-in. This is a shared responsibility for the captain and liaison. The third step is to meet in-person or through Google Hangouts. It is to ensure everyone has attempted the assignment and to see what progress we've made. The fourth step is to have a nearly completed deliverable, so that for the fifth step we can polish and format. The project stand-ups are not included in the table because they are more low pressure assignments that we can mention at our briefs for other deliverables.

	Assign parts	Check-in	Meet in person	Deliverable completion	Final edits and adjustments
Team Project Plan, Wed. 2/26	Mon, 2/17	Wed, 2/19	Sun, 2/23	Tues, 2/25	Tues-Wed, 2/25-2/26
Project Proposal, Fri. 3/13	Tues, 3/3	Thurs, 3/5	Mon, 3/9	Wed, 3/11	Thurs, 3/12
Proposal Peer Review, Wed., 4/1	Mon, 3/23	Thurs, 3/26	Sun, 3/29	Mon, 3/30	Tues, 3/31
Progress report, Mon., 4/13	Sun, 4/5	Tues, 4/7	Thurs, 4/9	Sun, 4/12	Mon, 4/13
Final submission, Fri. 5/8	Wed, 4/29	Sun, 5/3	Wed, 5/6	Thurs, 5/7	Fri, 5/8

Part IV: Potential Project Topics

The first database we could construct will be about local restaurants. The database would include metadata like name, location, price, and kind of food. Another database we could construct would be about music that people can study to. Examples of some metadata include the song title, album, artist, and genre.