



Team Member Names	Contact Information (e-mail, cell, Facebook, etc.)	Preferred Contact Method / Limitations (ex. no calls after...)
Trey Sims	(832) 718-1440	Text
Jackson Willner	(720) 505-6330	Text
Geoff McIntyre	(785) 221-3726	Text
Eric Sobczak	(720) 612-3903	Text
Member 5	Contact 5	Pref 5
Member 6	Contact 6	Pref 6

Team Member Names	Strengths related to teamwork and the team's assigned task.	Weaknesses related to teamwork and the team's assigned task.
Trey Sims	Documentation	Availability
Jackson Willner	Time Management	Workload
Geoff McIntyre	Group Management	Lack of Patience
Eric Sobczak	Constructive Criticism	Indecisiveness
Member 5	Strength 5	Weakness 5
Member 6	Strength 6	Weakness 6

1. What are your team's goals for the collaboration?

These should relate to the team's performance on the project as well as the processes that the team will follow to complete the project. What are your team's expectations regarding the quality and timeliness of the team's work?

We want to use GitHub for file storage and documentation. We want to hold weekly in person meetings, not always in class. We will work together to find a time and a place. We want to make meetings less casual. We have a group chat that we communicate each other.

2. Who is responsible for each activity? What roles will each member have?

Don't forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil's advocate), ensuring that everyone's opinion is heard, etc.

Other than our SEED lab roles, Trey will be responsible for documenting meeting minutes. Geoff is the team lead. Eric will be devil's advocate. Jackson will be responsible for organizing meetings.

3. What is your timetable for activities?

(Due dates, meetings, milestones, deliverables from individuals, if appropriate)

We will all work individually until or subsystems start to crossover. We will have an iterative design process. Our goal is to have individual tasks all due a week before demo day to have a week for system integration.

4. What are your team's expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?

We are expecting an 80% attendance. We understand that all of us will have unplanned hurdles, and as long as a team member communicates them, everything will go smoothly.

5. What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?

Anything within reason will excuse missing meetings or deadlines. The expectation is that whoever is missing communicates with the rest of the team so work can continue to be done. Sick would be acceptable but hungover after party would not be.

6. What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)?

Contact the team, and a designated team member (Geoff unless missing) will be responsible for dividing up the work of the missing member.

7. What are your team's expectations regarding the quality of team members' preparation for team meetings and the quality of the deliverables that members bring to the team?

Expecting a reasonable understanding of your own tasks. Come in knowing what's going on, but not necessarily having everything completed. Complete a reasonable amount of work where you are not preventing someone else from doing theirs.

8. What are your team's expectations regarding team members' ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?

Expecting everyone to provide ideas, and respect others ideas. There is no way to complete this project with the thinking of one person. Everyone should be able to share their idea equally.

9. What methods will be used to keep the team on track?

How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?

After every Demo, meet to decide a timeframe for the next demo. During each weekly meeting, everyone will check in with each other to make sure they are staying reasonably on track. Completed work/documentation should be kept within the Github for everyone to access.