Project title: Analysis on the Ethics of Human Computer Interaction
Primary audience: Dr. Teslenko
Secondary audience: MECH 226 Students
Project manager: Dana Deutsch
Team members: ███████████████, ████████████████, ████████████████, ███████████████
Purpose of the project: To determine the extent to which technology can act and commuicate ethically
Type of document required: Report

Specific Assignments	Due Dates	Person(s) Responsible
Research:	November 2, 2017	All
Planning:	October 31, 2017	All
Drafting:	November 29, 2017	All
Revising:	December 1, 2017	████████████████
Final document first draft:	Oct 31	All
Final document:	Dec 6	All

Work Schedule

Team meetings	Date	Place	Time	Note taker
#1	October 20, 2017	ESC	4-5PM	██████████████
#2	October 27, 2017	ESC	4-5:30PM	██████████████
#3	October 29, 2017	ESC	11:30AM-3PM	██████████████
#4	October 31, 2017	ESC	1-2PM	██████████████
#5	November 2, 2017	ESC	2-4PM	██████████████
#6	November 7, 2017	ESC	1-2PM	██████████████
#7	November 9, 2017	ESC	2-4PM	██████████████
#8	November 14, 2017	ESC	1-2PM	██████████████
#9	November 16, 2017	ESC	2-4PM	██████████████
#10	November 21, 2017	ESC	1-2PM	██████████████
#11	November 23, 2017	ESC	2-4PM	██████████████
#12	November 28, 2017	ESC	1-2PM	██████████████
#13	November 30, 2017	ESC	2-4PM	██████████████
#14	December 2, 2017	ESC	1-2PM	██████████████
#15	December 4, 2017	ESC	2-4PM	██████████████

Roles

Team leader: ████████████████

- Logs and organizes meeting times
- Researches, drafts, revises, and edits the fourth section
- Writes the letter of transmittal and abstract
- Prints and submits the report and emails the instructor regarding issues

Chief Editor: ████████████████

- Compiles member contributions
- Reviews drafts from other team members
- Recommends edits to team members
- Researches, drafts, revises, and edits the second section
- Writes the introduction and conclusion

Graphics and Layout Editor: ██████████████

- Organizes the layout of the report in LaTeX
- Edits and compiles graphics for the report
- Researches, drafts, revises, and edits the third section
- Provides sources and references for graphics

Front and End Matter editor: ██████████████

- Researches, drafts, revises, and edits the first section
- Prepares front and end matter
- Rereads sections to check for flow and checks all references formating

Miscellaneous

How will disputes and grievances be resolved?

In the event of disputes between individual team members, one of the remaining uninvolved members will be asked to make the final decision. If that is not possible, a meeting will be arranged with Dr. Teslenko.

How will peformances be evaluated?

Performance will be considered sufficient if assignments are completed on time to an acceptable level of quality according to the marking rubric.

What technology will be used?

The final report will be written in LaTeX, preliminary work and communications will take place on privately owned servers to avoid unnecessary security breaches.

How will the findings be distributed?

Once the findings are ready for publication, they will be posteed to a public Github repository as a PDF as well as the original LaTeX source code under a Creative Commons License.