**Team Communication**

Among our team members, most of our communication is outside of class due to class schedules and some of us have jobs, which wouldn't allow us to meet often. We are also using Google Drive to store and share our documents which our team can collaborate on the same file at the same time with its live editing feature, in our class our team discusses changes and ideas that could improve each other’s work. Lastly, questions regarding class work and the client will be made via email.

**Team Decisions**

Consensus will be reached by allowing each team member equal opportunity to express their ideas, and each member's ideas will be discussed until they are either implemented, or it is sufficiently explained why such an idea would not benefit the design. Decisions on these ideas will be based off of majority opinion, although it is the goal that each idea implemented is unanimous. Should conflicts arise, each side will make their case and then discussions will resume until such a time that one side of the conflict cedes their stance, or an amicable compromise is reached.

**Project Repository**

Documentation will be kept in a shared google drive folder, organized by iteration. Each team member will also keep copies of their work on their personal machines.Documents will be scanned by each member to make sure there is consistency in formatting, as well as making sure that the content represents the entire team. When work is due to be turned in, one team member will be selected to print out the deliverables to be placed within the portfolio.

**Team Meeting**

Team meetings are decided on in person or via GroupMe. There group members can communicate when the best time to meet is and where. During meetings, what is needed to be done is discussed, followed by how it will be completed, finished with the individuals who are responsible for the specific tasks. Our meetings are to be as focused on our goals and what needs to be done as possible. After that, group members are able to work on the tasks given as well as ask questions about those same taks. Meetings can last any amount of time. If group members know their tasks, they can be short but if more work and communication is needed, they can be lengthened. Meeting decisions are immediately sent to the GroupMe. This way, all information needed down the line is easily accessible to all and clearly laid out.

**Team Goals**

The goals created will be time based and member based. In order to get all tasks completed well and on time, due dates for the group are established. Proper due dates allow members to have sufficient time to work on their duties, as well as enough time on the back end for changes and uniformity to be applied. If goals need to be altered they may be talked about within meetings and/or GroupMe. Our main goal is to communicate as clearly and purposefully as possible, allowing our work to prosper.