**Process for Programming Assignments**

**Team consists of 4 person team (with the exception of one team that has 3 people)**

**Team member responsibilities:**

All team members are equally responsible for managing group work for the success of the project.

**Teamwork:**

1. One team member will be team lead for the programming assignment.
2. The team lead role must be taken up by every team member over the course of 4 programming assignments.
3. Team lead will coordinate between all team members to conduct team meetings 3 times before the deadline of the programming assignment. Team lead must take minutes of the meeting and attendance during all meetings and share with all team members.
   1. ***Team meeting 1:*** Assign tasks to be completed by each team member during the first team meeting.
   2. ***Team meeting 2:***Track progress of each team member in the second meeting. If one team member did not finish their assigned work by the second meeting, you may reassign remaining work at the second team meeting.
   3. ***Team meeting 3:*** Check if the code has enough documentation, test the assignment programs for all given test cases, take screen shots to show the working output of the program and put together the assignment programs in a zip file to be submitted.
4. **Only the team lead will submit the final assignment zip file to iLearn.** Final zip file must consist of the following:
   1. Program files (with the exception of 1st programming assignment).
   2. Document with screenshots of the given test cases.
   3. Meeting minutes.
   4. Any other documents required. (Some programming assignments would require you to submit more documents. You will learn about them when the project is assigned)

**Individual Work:**

1. After submitting the assignment, each team member will fill in the peer evaluation form on iLearn.