



## Teamwork Statements

<b>Team shared goals</b>	
<p>To collaboratively and effectively work on a semester-long project and contribute continuously to our team, project, and class. We strive to achieve a working software that is built on new technologies in compliance with all Software Engineering Principles.</p>	
<b>Team Communication:</b>  <b>Include the team's expectations with regard to issues such as attendance at meetings, communication, productivity, preparation, timeliness, etc.</b>	
<ul style="list-style-type: none"> <li>- Meeting on every Tues/Thurs from 12:30 - 1</li> <li>- Split up tasks equally, accounting for the availability of each team member</li> <li>- Contribute to the codebase equally</li> <li>- Read and practice on new technologies we are not familiar with</li> <li>- if a team member misses a meeting, it is their responsibility to make up the work &amp; work on new delegated tasks.</li> </ul>	

- Make sure that each task is completed, any issues with the task is brought up and dealt with, and the project is on track

### **Performance Expectations:**



**Include the team's expectations with regard to issues such as level of participation, work habits, quality of work, review of work, revisions, etc.**

try your best, work diligently, have good work habits, make sure work is complete, review any errors, do any revisions

- Code and components should be reusable, performant, & well documented
- Code review will go through thoroughly with the team members and the sponsor
- Work should be delegated and worked on in an individual basis, where partners are willing to help
- If there are any bugs it's that person's responsibility to debug that section of their code, if help is needed communicate that
- Each member should strive to give their best quality of work for themselves and the group

### **Decision Making:**



**Include the team's process and rules for making group decisions**


- Talking and mutually agreeing on the rules and expectations of all members.
- Discussing availability
- Describing our own ideas
- Agreeing on a set of rules and expectations
- Each member should make it their best priority to attend meetings, if not communicate that
- include all decisions, rules need to be followed, AI can be used only for understanding and to help, not to complete the project, utilize it as a resource not a crutch. Specify the use of AI.

**Accountability: Include policies on consequences for unacceptable behavior, what constitutes poor performance.**



- If a member were not to be actively engaging, communicating, and overall not putting in the effort, they are at risk of being kicked, resulting in a possible bad grade, doing work at the last minute, and not actively engaging, but doing so will result in a bad outcome
- Each team member will take accountability for their responsibilities and follow through on assigned tasks. We will be honest about our progress, communicate early if issues come up, and support each other when needed. We believe by staying responsible and committed, we will ensure the project stays on track and meets its goals.

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<b>Conflict Resolution:</b>  <b>Include the team's procedure for dealing with conflict.</b>	
<p>We should deal with conflicts in the following manner:</p> <ol style="list-style-type: none"><li>1) Identify the problem</li><li>2) Be respectful and professional</li><li>3) Listen to one another</li><li>4) Seek mutual understanding</li><li>5) Discuss solutions</li><li>6) Involve the professor if need be</li><li>7) Follow up and document the conflict/resolution in case of it being a recurring issue</li></ol>	