Prof. Nichols

IT-115

1/16/2025

Member 1: Julian Canyon, jujucanyon@gmail.com

Member 2: Lorena Sanchez, lorena.arciniegas15@gmail.com

Member 3: Max Prindle, emprindle@outlook.com

Member 4: Eleni Mulu, elenisamson@gmail.com

Ground Rules

1. Respectful to everyone regardless of belief or background
2. Try to contribute equally to group projects
3. Listen to people even if you don’t agree with them.
4. No politics unless the assignment specifies
5. Communicate when an issue arises, don’t be afraid to ask for help.

Effective form of communication

1. Discord
2. Email is backup

Meeting time: After Class between 5:20-5:50pm & 9:00AM Sunday PDT

Decision-making will be voting, flip a coin in ties.

Responsibilities

1. Julian: Managing repositories, can assist with html

2. Lorena: Analyst, research & constructs pages based off data

3. Max: Html lead

4. Eleni: UX Designer, making our projects more presentable

Goals

1. Understand the Client’s Needs and Goals
2. Maintain a strong project management process to ensure deliverables meet expectations
3. Build Strong Client Relationships
4. Work as a team to bring creative and effective solutions.
5. Use data, insights, and reports to highlight improvements and success metrics

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| **Name** | **Initial** | **Date** |
| Member 1: [Julian Canyon] | JC | 1/16/2025 |
| Member 2: [Lorena Sanchez] | LS | 1/16/2025  2/1/2025 |
| Member 3: [Max Prindle] | MP | 1/16/2025 |
| Member 4: [: Eleni Mulu] | EM | 2/1/2025 |

Project Timelines

1. Test and review deliverables 2 days prior to deadline