Team Milk

Rules of engagement, Roles, and Responsibilities

Matt Browne, Isobel Lennox, LaRhea Phillips, Kris Kuchinka

Team Roles

Expected tasks from each member

Back End

Isobel Lennox *Strengths: PHP, MySQL, and Database Design*
Kris Kuchinka *Strengths:*

Database Schema Design and Implementation, and Authoring back-end functionality. Back end will be more involved in PHP functionality, but will have approval/suggestions on design and front-end functionality. The back end team members will focus on improving skills regarding database development and developing with PHP and SQL.

Front End

LaRhea Phillips *Strengths: Front End Design and Development*
Matt Browne *Strengths: Back End Development with JS,PHP, and SQL. Creative Writing.*

Mockup Design and Implementation, and Authoring client side functionality. Front end will be more involved in client-side functionality, but will have approval/suggestions on backend functionality The front end members will focus on strengthening skills in HTML, CSS, Javascript and PHP.

Team Process Management

How your meetings will be structured.

Our meetings have been unanimously agreed by all team members to be held Friday afternoons off campus.
During our meetings we will:

- Communicate what needs to be finished during the meeting
- Agree on what should be worked on and due at our upcoming in-class meeting on Tuesdays
- Agree on the scope that should be completed by the next meeting
- Discuss if anyone needs help
- Order Pizza

How communication will occur and be managed.

Communication is a must. Our team members will check in with each other regularly throughout the week. Our teams communication channels are:

- Slack
- Facebook messenger
- Text Message
- In-class discussion
- Friday meetings off campus

The team's collaboration channels are:
- Github
- Google Drive
- Slack communication between FTP updates

The decision making process.

All decisions will be made as a group. If we have issues that arise we will compromise, and find a middle ground.

Expectations & Code of Conduct

Expectations of team members including attendance at meetings, participation, courtesy and respect, and how non-performing team members will be dealt with.

If a team member does not show up to a meeting, or does not complete assigned tasks without communicating, all team members will meet to have a respectful group discussion with the person on why they were absent or had an unfinished task. If the problem persists, the other team members will communicate to higher management regarding the situation.

Code Of Conduct:
- Team members will arrive to meetings on time
- During team meetings, members will actively participate and show courtesy to the team member speaking.
- Team members will remain focused on tasks
- Team members will come prepared with any materials required
- Team members will be respectful of each others ideas and opinions
- If assignments cannot be completed by our deadlines member must inform all team mates as soon as possible