**Team Members -**

Mya Miller MyaMiller@my.unt.edu, Tyrell Richardson TyrellRichardson@my.unt.edu, Karthik Venkatasivareddy KarthikVenkatasivareddy@my.unt.edu

**Agreed Meeting Times -**

We have decided we can meet Before class *at least* once a week on:

**Fridays 1:30pm + end of class time.**

Our goal with meeting before after class is to immediately discuss any assignment and plan action steps to complete it on time before its due date, and then immediately before class once again to make any last minute tweaks or adjustments if needed. In person meetings should take place at least once a week, and if needed any additional meetings can be online via discord. Communication between the group members outside of meeting times should be done via imessage group chat. Use of Github is agreed for version control.

**Team Rules and Expectations -**

The Time will be divided into roles to ensure that the whole team has equally important responsibility. These roles will be divided as follows:

* **Team Manager** - ***Ty***. Team manager is responsible for organizing and pointing the team into the right direction as far as the project and submissions go. It is important that the team manager oversees the workflow of the group and makes tweaks to it as needed to help the team have the best possibility of success.
* **Accountability lead - *Karthik***. Accountability lead is responsible for making sure that everyone on the team will remain responsible. This role will check in with every member every so often to make sure that their tasks are completed on time, and that no one on the team is working harder or less than anyone else on the team, including his/herself.
* **Writer - Mya.** The writer is responsible for writing or annotating any literature that the team might produce. This team member must have a firm grasp on professional dialect and grammar, and guide the team’s presentation when it comes down to words on a document.
* **Researcher - unk.** The researcher is responsible for presenting new information and ideas to the team to ensure that the team is well informed on the subject being worked on and that there is enough material and topics to cover over the project.

It is expected that each of the team members work in coordination with each other and that their roles are not abused or idle throughout the project’s development.

**Code of Ethics -** Each role of the team will be agreed by each team member before they are set in stone. Each of the 3 roles are unique and are necessary to ensure that the team stays on schedule and achieves any assigned tasks. Any problems or clash of between two or more roles are to be settled immediately between all team members. Our Ethics are as follows.

* Deletion of anyone’s work present or past is permitted without explicit permission of the person who completed the work.
* All Course and Group assigned work is to be completed on Time.
* All Group members are expected to present an equal amount of work towards the project/assignments.
* No work or information outside of Projects Assignments are to be shared between any members of the group or even members outside of the group.
* Quarrels of any kind are for any reason are severely disapproved of. Civil disagreements are allowed as long as they are resolved as soon as possible and the participating members remain professionally manned afterwards.
* Respect must be maintained between any members of the group and outside groups.
* Evaluation of each members performance is to be fair

**Signatures-**

