Goals

- **What are the goals of the team?**
  - Design test and implement the CSCI 717 abc-music-player project
- **What are your personal goals for this assignment?**
  - Keinan is curious to learn about the grammar and the parser. It sounds similar to a compiler for a DSL.
- **What kind of obstacles might you encounter in reaching your goals?**
  - Difficulties coordinating remotely and with different schedules among project teammates.
  - Watch out for parser grammar issues while reading the music notes.
- **What happens if all of you decide you want to get an A grade, but because of time constraints, one person decides that a B will be acceptable?**
  - The group will pick up the slack for the person who decided a B is acceptable.
- **Is it acceptable for one or two team members to do more work than the others in order to get the team an A?**
  - Yes, this is acceptable and agreed upon by the team.

Commented [BK1]: Please each of you add your personal goals for this project

Meeting Norms

- **Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?**
  - As we are all working remotely on this project, meetings will be held only when asynchronous Slack communication is not sufficient. The meetings will need to be in the afternoon to avoid conflicts with work and class comitments.
- **How will you use the in-class time?**
  - In-class time is only a useful construct to those registered for in-person class. Some members of our group are not in-person so in class time will only be used by those who are in-person (as they see fit).
- **How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?**
  - Our team plans to collaborate asynchronously as much as possible with frequent updates on our Slack channel. If necessary, online meetings will be held to pair code or communicate the direction of specific modules in the project.
- **How will you record and distribute the minutes and action lists produced by each meeting?**
  - We do not plan to formalize our meetings to this extent. Design can be completed asynchronously and in the end the code speaks for itself.

Work Norms

- **How much time per week do you anticipate it will take to make the project successful?**
  - **As an estimate, 2-3 hours per week on a per-member basis will be required. The 17 day assignment has been extended for 717 to a 35 day project, which stretches the time required over more weeks.**
- **How will work be divided among team members?**
  - As outlined in the project specification, each group member is required to contribute meaningfully to each project component. Thus, work will be divided along the project components, with sub deliverables being assigned to specific group members.

- **How will deadlines be set?**
  - Deadlines are clearly set by the professor and grading staff for CSCI 717. Minor-deliverable deadlines will be communicated in the slack channel so that blocking work for one member is completed in a timely fashion.
- **How will you decide who should do which tasks?**
  - If tasks are not selected in an ad hoc manner, then formal design will be followed up with an informal Kanban ticketing approach. The group member who has contributed the least to the current project component will be assigned the next blocking ticket.
- **Where will you record who is responsible for which tasks?**
  - Slack and the informal Kanban list.
- **What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?**
  - The team will pick up the slack or we will all get a bad grade.
- **How will the work be reviewed?**
  - Review will be done asynchronously. The project code is available on the public repo, so each group member must check out the code and make sure the build/test deliverables are met before presenting them to the TA for grading on the deadline.
- **What happens if people have different opinions on the quality of the work?**
  - The group members with higher standards are always welcome to pick up the slack if they find the time.
- **What will you do if one or more team members are not doing their share of the work?**
  - Report the status of the project to the professor or grading staff. The earlier issues are reported, the better as our advisors may provide guidance for working through team conflicts.
- **How will you deal with different work habits of individual team members (e.g., some people like to get assignments done as early as possible; others like to work under the pressure of a deadline)?**
  - Again, we are working asynchronously and remotely, and every team member is expected to contribute to each project deliverable. If one team member is more comfortable working under pressure, the others can perform earlier work to enable the later team member.
  - If this does not work, the team should discuss alternative solutions as a group on a per-deadline basis.
- **Additional Comments**
  - Do not push to 'main' branch in Github.
    - Create your own branch and submit a merge request when you are ready to have your changes included into the main branch.
  - Communicate issues and merge request reviews in Slack channel.
    - Be respectful

Decision Making

- **Do you need consensus (100% approval of all team members) before making a decision?**
  - No, if necessary decisions will be made via majority vote. It is unlikely that there will be large disagreements given the limited scope of this project.
- **What will you do if one of you fixates on a particular idea?**
  - Try to follow coding standards first and foremost.
  - Find the simplest path to completing each deliverable

- If, after meeting the above requirements, one group member gets into the weeds, so be it. Meetings will end if everyone is satisfied with the decisions made, and coding will be done individually (for the most part).

Names:

Commented [BK2]: You all need to write your name to sign this doc

- Keinan Balsam
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