Group Members:
Jonny N
Jun B
Coleton S

Goals: The goal of our group is to get 80% or higher on graded assignments and hand it in 24 hours prior at the minimum.

Milestones: Depends on the length of time allotted for assignment but plan to complete all rough drafting and researching about the halfway mark until the due date then make sure it's completed at the latest one full day prior to the due date.

Code of Conduct: Do your part, if we get a bad mark on a certain part that we knew someone else did, don't blame them because we all had a hand in the work, and if we didn't like it we could've spoken up before it was submitted, if caught cheating or plagiarizing during the assignment the work will be deleted and ordered to redo it, if caught twice they will be immediately reported to the professor.

Meeting Guidelines: depending on the assignment size we plan to meet daily or every other day until the assignment is finished and keep constant logs and communication with each other to update one another.

Conflict Resolution: If a conflict occurs, we will solve it with communication in discord, and if we can't solve it amongst ourselves we will consult the professor.

Contingency Plans: If for whatever reason someone does not do their part, we have a 24 hour period that we have planned for prior to work on it, the person who didn't do their work will be questioned and reported to the professor.

Operating Guidelines: Coordination can be led by all three members because we plan to keep very good communication. MST time zone for all communication, we plan to use discord for all discussion but for emergency contact we all have each other's phone numbers, we plan to use the google docs platform because of its widespread availability and ease of use. Roles should be assigned depending on the size and difficulty of the assignment and how proficient each group member is on the subject.

Internal & External Comms: we are using discord for communication primarily because we are all on discord a large majority of the time. Phone numbers have been exchanged incase of emergency contact needed.

Work Distribution : Work should be equally distributed and if someone needs a lighter workload, they must have a valid excuse and should let all team members know about it.

Assigned Roles:

- **Research:** Jonny Ngai

- **First Draft:** Jun Bae

- **Review:** Coleton Sanheim, Jonny Ngai

- **2nd Draft:** Jun Bae

- **Review:** Coleton Sanheim, Jonny Ngai

- **Final Draft:** Jun Bae, Coleton Sanheim, Jonny Ngai

- **References/Citations:** Jun Bae

- **Submission:** Coleton Sanheim