

Course Title: Software Requirements Engineering

Course Code: SENG 471

Assignment Number: Assignment 0: Team Organization

Report Title: Establishing the Team

Team Name: /* TODO */

Team Members:

Antoine Bizon: 30025671

Ashley Brown: 30021192

***Rebecca Reid:** 30028221

Ines Rosito: 30020509

Table of Contents

Table of Contents	1
Team Name	2
Team Members	2
Designated Team Leader	2
Basic Rules:	2
Signatures	3

Team Name

The team name for this group was chosen to be: /* TODO */

Team Members

The team created for /* TODO */ consists of the following individuals:

- **Antoine Bizon:** 30025671
- **Rebecca Reid:** 30028221
- **Ashley Brown:** 30021192
- **Ines Rosito:** 30020509

Designated Team Leader

Through the use of a group voted, the designated leader was chosen to be: **Rebecca Reid**

Basic Rules:

1. Team Leader
 - 1.1. The team leader shall responsible for assignment hand-in (see 7. Assignment hand-in)
 - 1.2. The team leader shall be decided for each assignment.
 - 1.3. The team leader may change if a member is unable to hand in an assignment.
 - 1.4. The team leader of each team shall submit a PDF file (containing the team name and members of the team) for each assignment.
 - 1.5. The team leader of each team shall communicate the grade of each assignment to the members of the team.
 - 1.6. The team leader of each team shall inform the instructor for any changes occurred in the team.
2. Work distribution
 - 2.1. The distribution of work is not hard set. The distribution of each assignment shall be decided prior to starting work on the assignment.
 - 2.2. If adjustments need to be made to work loads, it shall be decided upon between all group members.
3. Work Ethic
 - 3.1. Members shall do the work assigned to them.
 - 3.2. If members are unable to do their work, they shall inform the group.
4. Meetings: Scheduling
 - 4.1. Meetings shall be held at minimum once every 2 weeks, barring circumstances such as reading break.
 - 4.2. Meetings outside this time shall be scheduled if more time is needed for any given assignment
5. Meetings: Lateness
 - 5.1. Members should avoid being late. If a member will be late, the member shall inform the other members through a shared messaging system.

- 5.2. More than 3 unexplained lateness shall result in the offending member buying a Tim Hortons 20 pack of Timbits for the other group members.
6. Communication
 - 6.1. Communication shall be done via a private Facebook Messenger chat shared between the 4 group members
7. Meetings: Absences
 - 7.1. If a member must be absent for a previously agreed-upon meeting, the member shall give advance notice for an absence.
 - 7.2. If a member does not give notice, the offending member shall buy a Tim Hortons 20 pack of Timbits for the other group members.
8. Assignment hand-in
 - 8.1. The Team leader shall hand in the assignment.
 - 8.2. The assignment can be handed in incomplete prior to the due date, but efforts should be made to hand in a complete assignment
 - 8.3. If the Team Leader does not hand in the assignment, an alternate member shall be decided upon to hand in the assignment.

Signatures



Ashley Brown



Rebecca Reid



Ines Rosito



Antoine Bizon