Names of Team Members:

* Al G. Brah
* Sir Cumference
* Bea Haven
* Cal Q. Luss
* Ivana D. Zert

1. **Meeting Schedule**

We will be available for meetings, check-ins, and tasks as follows:

* Friday, March 26, 1-2pm (Zoom)
* Check in at least three times via text over Spring Break
* Monday, April 5, 8-10pm (Zoom)
* Tuesday, April 6, 10-11am (Zoom) (except for Cal who has class at that time)
* Wednesday, April 7, 4-5pm (Zoom) (except for Al who has to work)
* Check in via text Wednesday, April 7 by 8pm
* Thursday, April 8 (to be arranged if necessary)
* Check in via text Monday, April 12 by 4pm (or in class)

Details of what we will do at these meetings will be covered in the next section.

1. **Structure of Group Work and Meeting Agendas**
   * Friday, March 26: Choose a coordinator, decide who will do what, and finalize our contract.
   * Spring Break: We will text each other over Spring Break. We agree to check in at least three times in this manner and make sure we are all making progress on our tasks. Ivana will create a flow chart template on the app and share it with the rest of the team.
   * Monday, April 5: Team members are expected to bring and share a hand-written flow chart. We will compare and contrast and discuss how to consolidate our ideas.
   * Tuesday, April 6 and Wednesday, April 7: collaborate and finalize our chart. During at least one of these meetings we will go to Dr. Kelm’s office hours to have our chart checked.
   * Wednesday, April 7: Check in via text to see if we need another meeting or to trouble-shoot (see next section).
   * Thursday, April 8: (if necessary) fix any issues.
   * Friday, April 9: Sir will upload the finished flow chart to the Discussion.
   * Monday, April 12: Team members are expected to have read the other teams’ flow charts and be ready to respond. Everyone will respond to other teams’ flow charts.
2. **Trouble-Shooting**
   * Every team member is expected to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   * If a team member is running late or cannot attend a meeting, they must \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   * Everyone is responsible for completing their part of the project, and for checking everyone else’s work.
   * If a team member does not do their part on time and does not arrange for an alternate schedule that everyone can agree on, the rest of the team will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   * The team will decide, by majority vote, whether the points for the project should be distributed equally or not, based on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.