

Sprint 0: Team Building

1. Who are the members of your team?

NAME	STRENGTH	WEAKNESS
Chenxi Ge	Understand and analyze computational problems	Tend to waste time on minor improvements of the system
Yue Lan	Solving business problems	Not familiar with server setup and configurations
Dixin Yan	Evaluate write-ups	Not familiar with production level code
Xiaowen Zhang (Sarah)	Communication/ bring up fresh idea	Not familiar with the data ingesting system

2. What is your goal for the entire Sprint project?

- Develop better understanding of the data ingesting system and implement one from scratch
- Improve problem-solving and strategic decision-making skills in a collaborative setting
- Gain deeper insights about the big data application

3. What is your process for making sure that work is distributed evenly?

We will meet weekly to discuss what needs be done in the next few days. After evaluating the workload together, we will try our best to divide the work evenly and make sure that people are assigned to tasks that meet their expertise. Each person will communicate timely about the progress of his or her individual part. Anyone who feels overwhelmed by the task should let the team know promptly so others may help out. Furthermore, everyone will present his or her individual work during our weekly meeting to track progress.

4. What is your conflict resolution process?

The whole group will meet together to identify what the confliction is, and discuss our desired outcome of the conflict. Then we will list possible approaches and their pros and cons. We will compare these approaches to find one that we all agree on to take.

5. What does your work process (as a team) look like? In particular, please explain:

- a. When you plan on working on the project. (days / time)
- b. Where, physically, do you plan on working on the project.

We plan to work on the project together in school. We will have weekly meetings from 2pm to 8pm every Friday, which is the time when all of us can involve in person. We will increase our meeting time if necessary. People working on similar tasks can meet without other group members' presence, in which case they will present to the whole group during the Friday meeting. The weekly meeting may take place without full attendance. In those cases, whoever absent needs to submit a written report of his or her progress prior the meeting, and quickly catch up with the team after the meeting.

6. For each of the (computational) tasks, who is responsible and what is your estimate of the amount of work that it will take?
 - a. Setting up (as well as managing and documenting) a test environment (A server that the rest of the team can work on)?
 - b. Setting up (as well as managing and documenting) a code repository?
 - c. Manage credentials?

Chenxi will be responsible for creating the test environment. The estimated amount of time will vary between 2 to 8 hours for each task.

Yue will set up a code repository on Github to share codes with everyone in the group, as well as manage and document them. The estimated amount of time will vary between 2 to 8 hours.

Sarah will manage the credentials and make sure it's only shared with group members. The estimated amount of time will be 2 hours.

Other computational tasks will be divided evenly so that everyone in the group is able to contribute to the project.

7. How are write-ups (such as this) going to completed? What does your non-coding process look like?
 - a. Whose job is it to make sure that a hard-copy is turned in?
 - b. How will you handle grammar, spell-checking?
 - c. How will you handle making sure that everyone is comfortable with the result?

Every member will write the part that he or she is responsible for, then others will read it and raise questions if any. Write-ups will be proofread by every group member to make sure no grammar or spelling error is present and everyone is comfortable with it before turning it in. If anyone has any doubt with respect to the result, we'll discuss the issue and resolve the conflict based on the process outlined in question 4. After we finalize the content, Yue will format the write-up and Sarah will print it out and turn it in on time.