**Teaming**

All software development in the industry is done in a team - the class is required to develop the class project in teams.

Some students are able to find a team that works well together - everyone pulls their own weight and they attend all team meetings. Some students are not able to find such a team. Both of these represent real-world team experiences.

To minimize team related problems we will use the following approach.

**Team size**: 5-6 students - see the specific instructions in the weekly topics for your class.

**Team selection**: you may choose but by the 2nd class if you are not assigned to teams then you will be assigned to a team.

**Team Captain**: your team must elect a team captain - the captain's responsibilities will be to summarize any team attendance issues or any other team issues that require the Professor's attention. The team captain should be the person most concerned about getting a good grade.

**Team conduct**: attendance is expected at every team meeting. Those that do not run the risk of being significantly penalized.

**Team work**. For each assignment:

1. Call a team meeting well in advance of the assignment due date
2. In the team meeting:
   1. Divide the work evenly in the meeting.
   2. Appoint a secondary reviewer for each work item
   3. Put one person in charge who will be the final reviewer. They review the work of others and make a final determination of whether the work is ready for submission or needs more work. This person needs to make sure that all the work among the various team members is consistent across the team - this is a big factor.
3. Before the next team meeting:
   1. Regularly email/text.
   2. Work on materials assigned. Use the provided checklists to get materials correct.
   3. Have your secondary reviewer look over your materials.
4. Call a team meeting 1-2 days BEFORE the assignment due date:
   1. Review all materials briefly
   2. Provide corrections and make updates. Make sure the final reviewer has reviewed and agrees you are ready or develop a plan to have a final review
5. Submit your project.
   1. Have at least someone double check all materials submitted to make sure you have the latest materials BEFORE you submit. UPDATE WILL NOT BE ACCEPTED AFTER THE DUE DATE.

**Reporting Issues**

Issue Report: I need a team report from the captain if any team member has missed a meeting or if any other issues come up requiring the professor's attention.

Team issue report. Team captain should send a note to the Professor indicating what the problem is.