

**What are the goals of our team?**

- First and foremost, we want to be able to build a database-driven website together
  - Utilize Agile Software Development principles
  - Collaborate in a team setting
- Ensure that every member is able to make a meaningful contribution to the final product
- Stay true to the deadlines we set for ourselves
- Learn something new

**What are the strengths of our team and its members?**

- Dylan
  - A lot of experience with HTML/JavaScript/CSS
  - Working with teams on CS projects
- Nathan
  - General college knowledge and workforce experience (scrum/sprint cycles, etc...)
  - C/C#/Java
  - comedic relief
- Varun
  - Experience with databases, a little frontend development, and some backend development too
  - Working collaboratively to make web-based applications
  - Python and Flask
- Rubber Ducky
  - Helping teammates come up with ideas and fix bugs
- Team
  - Our team has good dynamics/chemistry
  - We all bring diverse strengths to the team

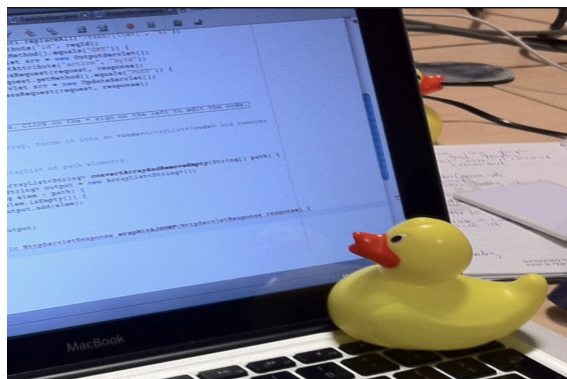
**How will we capitalize on the strengths of each member?**

- Give people roles that they are comfortable with—don't need to be roles that they are currently proficient in, although often they may overlap
- Team members can act as teachers or sources for help in areas of expertise

**What are the rules that will guide your team?**

- (tl;dr) Communication is key, and we want to make sure that we make compromises such that everyone on the team is welcomed and everyone is happy with team decisions.
- When will your team meet? What time, how often, for how long, where?
  - We will meet when needed on Mondays and Fridays during 4a class time (over Zoom). Midday Tuesdays and Thursdays are also available for all of us.

- The more specific details on how long we will meet will be determined later once we get a stronger grasp on the scope of the project.
- What roles will members take on in your meetings? Is someone responsible for setting agendas, taking notes, facilitating discussions, etc?
  - We are all responsible for keeping track of time and getting assignments done on time; with such a small group, we may find individual roles to be unnecessary. However, we usually do have someone take notes each meeting, just not one set person each and every meeting.
- How will you communicate with each other? (to share work, to ask questions, notify the group if someone is running late or if someone will miss a meeting, etc)
  - We will primarily communicate via Slack—Zoom for our official, scheduled meetings.
- How will you make sure communication stays respectful? (How does your team define "respectful"?)
  - We promise to be honest with each other and keep each other up to date. Additionally, we will respect each other by respecting the assignments.
- What are the rules for dealing with a teammate who hasn't been communicating? How frequently should team members communicate/check-in?
  - We should check Slack frequently (at the very least each day, but we'll try to have notifications on). If someone isn't communicating, we'll make sure to reconvene on Wednesdays using private DMs in the Zoom chat to check in. Every two days minimum we should check in with each other.
  - We have each other's phone numbers
- What technologies will you use to support team meetings and work? (Google Drive, Hangouts, Zoom, Facetime, etc)
  - Zoom, Github, Google Drive
- How will you make decisions? (Unanimous, consensus, majority rule, by assigned roles, etc.)
  - We will continue to compromise until we come to a unanimous decision.
- How will you divide the work?
  - Varun - 33.3%; Nathan - 33.3%; Dylan - 33.3%; Rubber Ducky - 0.1%



- How will you ensure that everybody participates meaningfully? How will you make sure that everyone's contribution is valued?
  - Encourage bringing ideas up
  - Ensure that “unanimous” decisions are really unanimous
  - Trust each other with respective responsibilities
  - If a mistake is made, it’s on the group to fix it—blame does not go on one person
- What expectations do you have for satisfactory participation? (How much time will each group member spend per week on project activities?)
  - The amount of work seems to vary greatly with the tasks presented to us; nonetheless, members should expect to commit a minimum of two hours each week.
- What process will you follow if someone does not live up to their responsibilities and/or meet the standards for work set by the team?
  - We will have a group discussion to talk about what is going on and how to move forward. We will not redistribute someone’s work without them asking for it as that can contribute to team conflict.
- How will you address conflict or deal with disagreements within the team?
  - The first means of resolution would be a group meeting to talk about the issues. If there are some serious issues that come up, Amy (or Rubber Ducky) is the next person we will go to for help.