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| **DTR Memo**  **Project:** Night Writing  **Group Member Names**: Alisher Sadikov, Kinan Whyte  **Project Expectations**: What does each group member hope to get out of this project? Goals and expectations:  Alisher: to be able to effectively collaborate and to produce a good project  Kinan: to refine collaboration skills and to navigate a project well while working in person and remotely if needed  **Schedule Expectations**: When are we available to work together and individually?  Tuesdays and Thursdays we will pair with upper-mod students separately to gain the most insight. In some cases, we will work these sessions together. Then we will work evenings from 5:15 (after pairing) for 2-3 hours.  Monday and Wednesdays we will work 4:15 to 6:15. In weekday mornings we can work 90 minutes starting at 7:25; weekends will vary, but we both have left weekend days open for working too.  **Communication Expectations**: How and often will we communicate? How do we keep lines of communication open?  Every morning, afternoon, and on slack if needed to coordinate. We also share. Wunderlist to-do list to track tasks. We will keep lines of communication open with slack and by sharing cell phone numbers so that we can alert each other by text.  **Abilities Expectations**: Technical strengths and areas for desired improvement:  Alisher: desire to improve file input/output, TDD  Kinan: desire to refactor more effectively with TDD, to sharpen understanding of file input/output, and to effectively simplify code methods and tests  **Workload Expectations**: What features do we each want to work on?  Alisher: working on TDD and file input/output  Kinan: writing, polishing, refactoring, and cleaning efficient and effective code  **Workflow Expectations**: Git workflow/Tools/Code Review/Reviewing Pull Requests:  We will both take turns pushing to git. We will alternate with working on code and testing with TDD, and file writing. We will also alternate with reviewing what another worked on or wrote at the start to each day.  **Expectations for giving and receiving feedback**:  We are open to giving and receiving feedback, and have an approach that allows the other to know directly and clearly when feedback is being given, by saying, “I would like to give some feedback.” This signals the other to stop what they are doing and listen. We will look for constructive angles to any criticism.  **Agenda to discuss project launch**:  *Ideas*:  Sit down in person and discuss what angles we have, and create a list of items of consideration: what are the tasks? What do we know that guides us in completing those tasks? What do we need to know? What is a priority? What are priority action steps to complete tasks? Research examples of encrypting and encoding text and conceptual frameworks behind what we are accomplishing on a bigger level.  *Tools*:  Sharp and careful look at writing methods; Use the Single Responsibility Principle with writing methods where one action is executed by each method. Use File io techniques, TDD, and Michael Hartl’s concept of Technical Sophistication: savvy researching of new techniques  **Additional Notes**: |