Step 1: Form Teams

Final Due Date: Second Week

For this milestone you will

1. Have your first group meeting.
2. Figure out how you will get organized.

At your first team meeting you should:

1. Exchange contact information with everyone on your team: for both standard messaging (email) and 'emergency' situations (phone #).
2. Determine a time for team meetings that is agreeable to everyone on the team.
3. Choose online communication method and rules..
   a. Establish a minimum frequency for message checking. Namely, everyone should check their messages at least once a day. This means that if you ask someone else a question they will reply within 24 hours.

4. Discuss options, approaches, what will be involved with your project. Expand the project description to include these ideas for when you meet with other stakeholders in your project (e.g., project manager, mentors, customers, etc.).

5. Elect a team captain. The team captain will be responsible for:
- sending all work, including project reports and project meeting reports, to the instructor.
- disseminating the results of reviews and project feedback to the other members of the team;
- scheduling team meetings;
- coordinating project activities with your customer and interfacing with the project manager.

6. Select roles and designate responsibilities for all team members. Possible roles are (Everyone on the team is expected to contribute to each part of the project. The assigned roles simply indicate how the work involved in various tasks might be distributed.):
- Captain: (see above responsibilities)
- Editor: collect, assemble, edit, and format team reports for submission to instructor, project manager, and others; correct writing and grammar;
- Client Representative: coordinate with customer;
- Tester
- Researcher: research possible libraries;
- Repo master: helps everyone setup their git.

- Optimist, Pessimist, Analyst: advocate, challenge, analyze ideas;

7. Develop a set of team process guidelines to include:

- Team name, mission and objectives;
- Member contact information;
- Meeting times, and guidelines;
- Roles;
- How conflicts will be resolved.