

CS461, Group 51 - Team Standards, Oct 30, 2018

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Work Completion	Meet requirements of client and assignments as primary goal, and then elaborate and add any additional work the group and client all agree on.
Work Quality	Divide and conquer, read through individually the day before submission and make comments/suggestions, apply edits day of submission.
Meeting Attendance	Once a week. In slack as needed to answer questions. This could change in the future terms, so meeting in-person may become a requirement.
Meeting Preparation	Check what topic we will talk about in meeting and search about topic before meeting. Also, important to read previous documentations, so we can remember what we did before and what we left. Accurate work identification is courtesy to guests.
Conflict Management	Being upfront about any conflicts, honest and respectful will be the best way to deal with any problems and reduce the time needed to solve the conflicts.
Communication	Team members have to often check email, so they do not have to miss meetings and announcements from a client and TA. Also, we need to maintain animated discussion about the project in Slack. It is important to remember that communication is an important factor in achieving our goals. Also, better to mention meetings, so recall there is a meeting.