

Group Policies

Team: XP^2

Members: Alex Mohr, David Chang, Shelby Holden, Wei Huang

Goals:

- 1) Improve in-person interactions.
- 2) Improve communications between members and clients. This will mainly be done with written correspondence to decrease chances of ambiguity and clarify desired results.
- 3) Focus on progress tracking for all members.

Process Model: Extreme Programming

Meetings:

- Clear agenda prior to meeting is established.
- Lengths of meetings are to be determined based on need.
- Two meetings online per week.
- One meeting done in person. The group has decided that this day will be on Friday as this works best with everyone's schedules.
- Email/upload documents as a summation to what occurred in the meeting.