

## Communication

Determining how to communicate with your teammates as well as how often you should be communicating is key to a successful remote project. Discuss with your team and draft a statement detailing the following:

1. Team Meetings When and how often will your team meet? How long should each meeting last? What software or tool will you use to host these meetings? Will someone take notes (record minutes)?

We will use zoom to communicate with each other. We will meet once a week for the first two weeks and then twice a week for the remaining period.

2. Assistance How will your teammates be able to contact you if they need your help or opinion on a task? How quickly should you be expected to respond?

We have all shared each other's phone numbers and emails and can respond by the end of the day that it was sent give or take a few hours if the message was sent late at night.

3. Respect An effective team needs to have an environment which encourages open expression of ideas. How will you ensure that every member has an opportunity to speak and, more importantly, that every member will actively listen and engage with the thoughts of others?

We respectfully take turns to say our opinion and try to inculcate all the ideas of all the group members. Each question/topic will be discussed and voted upon and selected with everyone's discretion.

## Collaboration

The final project tasks you with finding a fair distribution of labor where each student has some role in the development of each deliverable. However the details of this distribution are up to you.

Discuss with your team and draft a statement detailing the following:

1. Work Distribution How will you assign workload for this project? How will you address unexpected complications or unforeseen work? You are encouraged to identify the strengths and desires of each team member when distributing work. You do not need to all work equally on a particular deliverable – it is the overall work that should be largely equal.

Being responsible adults we will distribute the work as it arises and will make sure that the workload is not skewed in any one member's direction. Without actually starting the project or understanding the tasks we must undertake, the distribution of work is harder to define. With this said we have agreed to communicate if we have any disagreements or disturbances and an unfair workload falls within these boundaries. We will mostly take on tasks that we personally find enjoyable and for the tasks that none of us find enjoyable, those will be distributed evenly.

2. Time Commitment How many hours of work per week is expected of each group member? Are there prior time commitments that need to be accounted for? How will you address conflicts or commitments when they do occur?

We all have quizzes and labs for other classes. For the first two weeks we will work about 8 hours a week and then depending on the amount of work left we will increase the time needed to complete the parts we have decided upon including helping another person if they get stuck somewhere.

3. Conflict Resolution How will the team resolve situations where there is a disagreement between members? Situations where one or more members have not accomplished their tasks? Situations where one or more members are habitually late? You are encouraged to bring such issues to course staff, but only after first trying to resolve the issue yourself.

In the event of disagreement between group members, we will try to vote on the issue at hand. If one or more members have not completed their tasks, we will try to send reminders to the member(s) and then finally just divide up the work among the remaining members if it becomes desperate (in the case of the final deadline, etc).