

GitHub Page: <https://github.com/Remulus2006/ShelterMe>

Team Member Names	Contact Information (e-mail, cell, Facebook, etc.)	Preferred Contact Method / Limitations (ex. no calls after...)
Tanya Churaman	<ul style="list-style-type: none"> - tanyaalana@gmail.com - tanyachuraman@gatech.edu - 678-770-2083 	Text/GroupMe Anytime
Aska Hughes	<ul style="list-style-type: none"> - aska.hughes.gsmst@gmail.com - ahughes44@gatech.edu - 770-605-3269 	Text/GroupMe Mostly Anytime
Harsh Jain	<ul style="list-style-type: none"> - jainh9999@gmail.com - hjain36@gatech.edu - 205-937-5629 	Text/GroupMe Anytime
Christopher Messina	<ul style="list-style-type: none"> - chris.clm3@gmail.com - cmessina6@gatech.edu - 404-583-5285 	Text/GroupMe Anytime
Sabrina Seibel	<ul style="list-style-type: none"> - seibelsabrina@gmail.com - seibelsabrina@gatech.edu - 770-377-8650 	Text/GroupMe Anytime

Team Member Names	Strengths related to teamwork and the team's assigned task.	Weaknesses related to teamwork and the team's assigned task.
Tanya Churaman	Coding/Design	Time Management
Aska Hughes	Designing/Organization	Coding?
Harsh Jain	Coding	Designing
Christopher Messina	Coding	Staying on task
Sabrina Seibel	Coding	Time Management

1. What are your team's goals for the collaboration?

These should relate to the team's performance on the project as well as the processes that the team will follow to complete the project. What are your team's expectations regarding the quality and timeliness of the team's work?

Goals

The goals of this team is to complete each milestone on time. Each milestone much be of quality work and must meet or exceed the expectations of this course. The goal is that we listen to everyone's thoughts and opinions to create a project

that embraces the ideas of every member of the group in order to create a functional and visually pleasing application.

2. Who is responsible for each activity? What roles will each member have?

Don't forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil's advocate), ensuring that everyone's opinion is heard, etc.

Roles

Tanya - Tanya will be in charge of the documentation, working on the UI stuff with Aska, and working with Christopher and Sabrina on coding the application. She will work with Aska to make sure everyone's opinion is heard. Tanya will also arrange meetings.

Harsh - Harsh will be in charge of coding the app and doing the extra implementation

Aska - Aska will be in charge of ensuring everyone's opinion is heard. She will also be in charge of Agendas and the Meeting Minutes. She will be the main person in charge of front-end design and UI aspects. She will serve as Devil's Advocate by asking the questions that might slip under the cracks.

Christopher - Christopher will be in charge of coding the application with with Sabrina and Tanya. He will also serve as Devil's Advocate with Aska by asking the questions that might slip under the cracks.

Sabrina - Sabrina will be in charge of coding the application with Christopher and Tanya.

3. What is your timetable for activities?

(Due dates, meetings, milestones, deliverables from individuals, if appropriate)

Timetable

Regular Team Meetings: Thursday 8PM (unless something comes up)

Objective/Activity	Details	Due Date
Team Meeting	Finishing touches on M1, set up ZenHub	Jan. 20th, 2018
M1	Team Charter, Team Name, Team Page, Github setup	Jan. 24th, 2018
M2	Version Control/Build Files	Jan. 31st, 2018
M3	Individual Android Project	Feb. 7th, 2018
M4	Feature Set and Design	Feb. 14th, 2018
M5	Feature Set and Design	Feb. 21st, 2018
M6	Feature Set and Design	Feb. 28th, 2018
M7	Feature Set and Design	Mar. 7th, 2018
M8	Feature Set and Design	Mar. 14th, 2018
M9	Feature Set and Design	Mar. 21th, 2018
M10	Code Review & Unit Tests	Mar. 28th, 2018
M11	Case Study Tests	Apr. 4th, 2018
M12	Mystery stuff or something	Apr. 11th, 2018

4. What are your team's expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?

Attendance

The team expects that every member attends each meeting on time; however, the team is aware of extenuating circumstances. If in the event that a team member cannot make it to the meeting, the member must tell the team as soon

as possible. The rest of the team will fill in that member later on the details of the meeting.

5. What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?

Excuse

An acceptable excuse for missing a meeting or deadline is if the member has a club meeting, is not on campus, has a appointment, or has a family emergency. The other members will pick up the slack from the other member to ensure that the deadline is met. Excuses that are not acceptable are oversleeping or a general excuse saying he/she was busy with no details whatsoever.

6. What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)?

Emergency Process

If an emergency is to occur, the team will be understanding. The only request is that the team member lets the team know as soon as possible so that this member's task(s) can be divided among the other team members. As long as proper notification is given, the team will be able to make a plan to make sure all responsibilities of the project are taken care of.

7. What are your team's expectations regarding the quality of team members' preparation for team meetings and the quality of the deliverables that members bring to the team?

Preparation

The team expects that every member be prepared with the information of the progress they have made on the app, what else needs to be done, and any other issues or concerns that they may have. Every member should be prepared to discuss their role in the project and be ready to assess their other members' work constructively to ensure high quality deliverables. The quality of the deliverables that each member brings to the meeting must be of a quality to the best of their ability. The deliverable must show that time, effort, and careful consideration was put into it.

8. What are your team's expectations regarding team members' ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?

Contributions

The team expects each member to listen to other members ideas with an open mind, and the each member must be given everyone's full attention and respect. Any criticism will be constructive criticism. The team must always maintain full cooperation with each other. If there are issues or problems, the team needs to meet and address these issues as soon as possible. Every member is expected to have a positive attitude and a ready to work attitude. Every member must contribute to the discussion.

9. What methods will be used to keep the team on track?

How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?

Monitoring

In order to ensure that each member is contributing as expected, the team will have everyone set a goal, and by the end of each week (and halfway of each deadline) in order to assess every member's progress. If a member isn't where he/she needs to be, the member needs to ask for help so that it can be decided if and how work can be redistributed. The team should look into what is going on and try to fix these problems by a case by case business. If a member's performance is below expectations because of a lack of commitment or work, there will be an intervention with the member to discuss the repercussion if such attitude were to continue (bad rating on end of year team survey, etc.). Members who do well will be given high praises and will be given a sticker.