

# Team 5: Team Collaboration Guidelines

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## 1 Ground Rules

1. No one person can shut down an idea. Any ideas should be heard by the full group and a group decision should be made around it.
2. All work that has deadlines self-assigned by the group can have a 2-day grace period, but the person with the late work should be notified that we are waiting for their work. This should not apply to work that shares a due date with a class assigned turn in date; no grace period cause then its just late late.
3. Personal conflicts will be sorted out privately.
4. Main communication will happen through discord, and main file sharing and collaboration will be on GitHub.
5. If two members have conflicting ideas, a compromise should attempt to be found. If that is not possible, then it is up to the other two to make a decision. If the two are split evenly, then flip a coin.

## 2 Milestones and Project Timeline

### 2.1 Research Phase

**Due Date:** March 29, 2024

**Subtasks:** (1) Review dataset

### 2.2 Planning Phase

**Due Date:** April 3, 2024

**Subtasks:** (1) Define project scope, (2) set objectives, and (3) create a project plan.

### 2.3 Execution Phase

**Due Date:** April 5, 2024

**Subtasks:** (1) Implement project plan

## **2.4 Testing and Review Phase**

**Due Date:** April 29, 2024

**Subtasks:** (1) Review feedback and (2) make adjustments

## **2.5 Final Presentation and Documentation**

**Due Date:** May 3, 2024

**Subtasks:** (1) Present final presentation and (2) submit final report

# **3 Schedule and Meetings**

Tentatively, we've agreed to meet once a week in the afternoon.