

Goals

- What are the goals of the team?
 - We all want to do a decently good job and learn something in the process
- What are your personal goals for this assignment?
 - Good experience working as a group
- What kind of obstacles might you encounter in reaching your goals?
 - Prior commitments
- What happens if all of you decide you want to get an A grade, but because of time constraints, one person decides that a B will be acceptable?
 - A is ideal, but if we need to pull an all nighter, or if someone has a ton of commitments, we are okay as a team with at least getting a B
- **Is it acceptable for one or two team members to do more work than the others in order to get the team an A?**
 - Yes, but that is not the plan.

Meeting and communication norms

- **How will you use the in-class time?**
 - **see if we're here, talk about what to do, then work**
- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?
 - Onceish per week, but more if needed (maybe more towards the end as we wrap up)
- Where and when will outside-class meetings be held?
 - TBD
- **How will you communicate outside of meetings?** (Email list? Realtime messaging platform?)
 - Text
- **How and when will you work and/or not work around the Thanksgiving holiday?**
 - Meet your deadlines
 - No expectation of work done over break

Work norms

- How much time per week do you anticipate it will take to make the project successful?
 - Class time plus maybe 2 extra hours outside of class per week (can adjust as needed)

- **How will work be divided among team members?** (Show how you filled in the Latin square from the project handout.)

	Parser	Evaluation	Visualization
Specs	Yilinn	Simon	Benton
Tests	Simon	Benton	Yilinn
Code	Benton	Yilinn	Simon

- **Where will you record who is responsible for which tasks?** (You will have more fine-grained tasks, and the Latin square is too coarse by itself.)
- Google doc
 - Google doc.
- How will deadlines be set?
- Texting?
 - Through discussion with team members and project mentor
- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
 - If someone misses a deadline it will probably be okay, as long as they communicate with other team members (if they are struggling/have a bug/have a busy week).
- How will the work be reviewed?
 - When someone finishes a substantial chunk of the project, make sure that at least one other team member looks over it.
- What will you do if one or more team members are not doing their share of the work?
 - Definitely communicate with them early on if it is a problem, but worst case can bring it up with the project mentor.
- How will you deal with different work habits of individual team members (e.g., some people like to get assignments done as early as possible; others like to work under the pressure of a deadline)?
 - Since we plan on doing as much work as possible in class, we can just make sure that we stay on top of deadlines (and if members are failing to meet deadlines, we can figure out how to fix that).

Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?
 - No, but we should come to some sort of agreement as a whole before moving forward.
- What will you do if one of you fixates on a particular idea?
 - Try not to let this happen, but if it does, we can talk it out or potentially meet with our project mentor to get guidance on what would be the best option moving forward.

