

# COGS 300 Group Policy

## Work Agreement

**Group Name:** The Bumblebees

### Members:

- Bonnie Lu, 64256738
- Elaina Qiu, 94709888
- Ellen Ren, 42010942

### Schedule:

- Weekly in-person meetings on Fridays 12-4pm in IONA B151
  - If extra time is needed, we can refer to this when2meet link to find more meeting times: <https://www.when2meet.com/?34535611-ekj7c>
- Weekly lab on Wednesdays at 1-3pm in IONA B151

### Communications:

- Primary form of communication: Instagram group chat
  - Members to check and respond to group chat at least once per day
- Google drive:  
<https://drive.google.com/drive/folders/1eZwizZq9OIGoLh4wag6OIJIQCmXsn-KH?usp=sharing>
- Github repo: <https://github.com/bxnnielu/cogs300-bumblebees>

### Effort expectations:

- We are all aiming to get an 'A' in the course.
- Each week, aiming to get a score of 4 or 5 on the lab homework

### Roles:

- Bonnie: Leader/organizer, designer, coder
- Elaina: Organizer/project management
- Ellen: Hardware construction, coder

### Feedback:

- Be honest and communicate your concerns
  - We will give each other feedback using the “compliment sandwich” method, i.e. two good things for every bad thing.
  - Use non-violent communication (<https://www.cnvc.org/>)
- If there is a decision that we cannot come to a consensus on, we can do a vote and majority rules
- Updates:

- At weekly meetings (Fridays at 12 pm), we can do a round of updates on what we're all working on
- We can also update each other about changes in the group chat
- At the end of our meetings, we will use the “postmortem” method to reflect on what worked well about working together that week, what didn’t work well, and what we will improve.

**Signed:** Ellen, Elaina, Bonnie