

1. Expected level of achievement and effort for each team member.

In the spirit of fairness, we would like each team member to give approximately equal effort and, to the extent possible, contribute approximately an equal amount of functionality to the product.

Because the initial design is the basis for all future work, we will develop the initial design during group meetings to ensure that all members participate equally. When it comes time to implement, we will have to divide up the labor. In doing so, we will write down a first-draft list of implementation tasks that have to be carried out. Then we will come up with an assignment of tasks to each member such that members' strengths are put to good use, and such that the amount of work assigned to each member is roughly equal. (This is of course subjective; we will have group discussions about it when we write the task list.) If there ends up being a need to assign a group member to a task which is known to be particularly difficult for him or her, we will account for the extra required effort when trying to distribute the remaining work equitably.

Because we aim to each give equal effort, the amount of effort per person is determined by the quality level of our goal product. Simply put, our goal is to create:

A fun, easy-to-use game.

If we achieve this, the game is likely to acquire an audience. However, we see the experience of creating the game (and our own private use) as sufficient reward, and will not be especially interested in marketing our game to the outside world during this project.

Team member	Especially comfortable with	Not comfortable with
Ben	Ruby	n/a
Leon	n/a	n/a
Damien	n/a	n/a
Bethany	Javascript	AJAX

2. Personal goals for each team member

- Leon: I want to make an app that I have fun using.
- Damien: I want to: practice product design (from both a user and developer standpoint), become more comfortable with implementing

things quickly, and create an interesting and usable app.

- c. Bethany: I want to improve my skills, and make an app that is fun to use
- d. Ben: I want to (1) Make a functional application that many people find useful; (2) Gain experience in problem analysis, design, implementation and teamwork.

3. Frequency, length and location of team meetings

- a. Since we all live in the same dorm, meetings will be relatively easy to coordinate.
- b. Location: 3W or 5W lounges or rooms of team members. If lounges are occupied, we will move to a library or classroom.
- c. Frequency: About every other day, or as necessary.
- d. Length: As long as necessary, not longer. (In practice, probably at least 15 minutes and at most 75 minutes, at which point people's attention would start to drift.)

4. How quality of work will be maintained

- a. In writing down the implementation tasks, we will also designate at which stages (after which tasks) informal testing is necessary. There will also be some informal testing before each external deadline, in addition to the formal testing component that comes later in the project.
- b. While we will try to separate the code in such a way that minimal understanding of other members' work is required, we still aim to write readable code. If one team member is having difficulty reading another member's code, he/she should ask the other member about it. If readability of a member's code is consistently an issue, we will convene as a group to discuss the issue and perhaps re-allocate some tasks to allow the member to spend more time on making his/her code readable.

5. How tasks will be assigned, and what to do if deadlines are missed

We will have an internal deadline structure in addition to the ordinary project deadlines. These deadlines will be laid out when we decide the implementation's division of labor, and will be designated so as to provide cushion time in case group members are not able to meet them. If a group member misses an internal deadline for one of his or her tasks, the group is to meet and discuss how to resolve the problem. By default, a missed internal deadline implies that the three other group members are to do what it takes to finish that task by two days after the internal deadline, or by the first external deadline requiring the task (whichever comes first).

6. How decisions will be made and disagreements resolved

We hope to be able to come to compromises about any disagreements we may have by means of discussion. If discussion is not working for a particular issue,

we will resort to a majority vote. If there is a tie and still no one is willing to budge, we will randomly choose a winner.