**Goals**

* What are the goals of the team?

    Finish the project on time and have a complete product

* What are your personal goals for this assignment?

    Make the first chat system.

* What kind of obstacles might you encounter in reaching your goals?

    Concurrency is a big problem. Also there are a lot of options right now for the chat room, so we might want to change our plan accordingly if we have troubles with one implementation

* 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?

    Since we all aim for an A grade, we try our best to finish it on time. And if there is any problem, we should notice each other before hand.

* Is it acceptable for one or two team members to do more work than the others in order to get the team an A?

    No.

**Meeting Norms**

* Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?
* **How will you use the in-class time?**
* How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?
* How will you record and distribute the minutes and action lists produced by each meeting?

**Work Norms**

* How much time per week do you anticipate it will take to make the project successful?

    3hours lecture, + 5 hours extra coding.

* How will work be distributed?

    GUI, Server, Client, ActionListener...

    Chau: GUI

    Server: Jan

Client: Jan

ActionListener: Gabriel

* How will deadlines be set?

    Have everything finished a couple of days prior to the fixed deadlines.

    May 1: have the skeleton for all classes

    May 7: finish roughly everything

    May 13: finalization, documentation...

* How will you decide who should do which tasks?

    Depend on their preferences, if there are significant bugs, we can all work together

* **Where will you record who is responsible for which tasks?**

**In documentation.**

* What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?

    Probably let TAs know.

* How will the work be reviewed?

    During class time. Try to make comments in the code. If necessary, update google doc and see others’ progress.

* What happens if people have different opinions on the quality of the work?

    Should ask TAs how they think.

* What will you do if one or more team members are not doing their share of the work?

    Let TAs know.

* 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)?

    We all want to have everything finished several days before deadlines.

**Decision Making**

* Do you need consensus (100% approval of all team members) before making a decision?

     No, but can look for compromises.

* What will you do if one of you fixates on a particular idea?

    Probably that will not happen.