Group #4 Work Policy

Group Name: The Rockin' Robots
Members:
- Adrian Ieong, 70495593
- Jayson Wu, 58029265
- Ella Qin, 22247613
- Yui Kanai, 14696843

Schedule:
- Weekly in-person meeting Monday 10-11 am, Tuesdays after 5pm, Thursday after 6pm at IONA B151
- Weekly lab on Friday at 10am in IONA B151
- Weekly Discord checkin Fridays at 3pm

Communications:
- Messages
- Check and respond to group chat once per day
- Google drive link:
    - https://drive.google.com/drive/folders/19o6LsX6LbRWeYI50Gecuhgsjom9iO06_?usp=sharing
- Github link: https://github.com/COGS-300
  HTTPS:
  https://github.com/chewbaccanator/Lab03.git
  SSH:
  git@github.com:chewbaccanator/Lab03.git

Effort expectations:
- We all plan to achieve an "B+" in the class
- We will spend a minimum of 4 hours a week on lab work

Roles:
- Adrian: organizer, designer,
- Ella: lead writer, notetaker
- Jayson: tech lead, coder
- Yui: designer, editor

Feedback:
- We will use the "standup" method (https://geekbot.com/blog/daily-standup-meeting) on Monday meetings to inform each other of what we're working on and what we need for success.

- We will give each other feedback using the "compliment sandwich" method, i.e. two good things for every bad thing.
- We will use non-violent communication (https://www.cnvc.org/) to try to come to consensus on difficult issues for the most part.
- However, if consensus is impossible, we will revert to Robert's Rules (https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet) and abide by a majority vote. As leader, Adrian breaks ties.
- Each Friday, 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: Ella, Yui, Adrian, Jayson

https://www.when2meet.com/?34582199-bPHCC