

Group Expectations Agreement - Group 2

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Group Expectations Agreement

We have agreed to adopt the following expectations for this project:

- ***Mode of communication between group members:*** We will use slack to communicate as a group. Trey will set up the slack channel.
- ***How to schedule meetings:*** Christina Kuang will set up a “WhenToMeet” poll to agree on regular meeting times so that the largest proportion of the group is able to meet each time.
- ***How to conduct meetings:*** We will meet via zoom and take turns sharing our screens.
- ***How to handle disagreements:*** We will hold a vote for disagreements; majority ‘wins’.
- ***In addition, we have assigned the following group member roles:***

Organizer: The organizer is tasked to keep the group on track and to guide the meeting back on track if the discussion goes off tangent. ***Chi Do***

Recorder: The recorder is tasked with documenting the group’s questions, discussions, as well as assigned tasks for each group member during a meeting. Using a google doc that is shared among all group members may be a good idea. ***Greg Madden***

Checker: The checker pauses the discussion from time to time to give everyone in the group a chance to ask questions, raise doubts, seek clarifications, etc. Ensures that everyone is clear about their assigned task. ***Trey Hamilton***

Scheduler: Group members are expected to give the scheduler a list of times they are available during the week. ***Christina Kuang***