Team name: "1mod2"

Team Members: Chris Jacobs and Kaitlyn Coyle

Method of Communication: Discord

Minimum Response Time: Within 12 hours is preferred, within 24 hours is acceptable, more than 48 hours is not acceptable.

Get confused about what to do?

Reaching out as soon as possible or bringing it up during our planning/check in meeting.

Do not hear back from the other team member within the agreed upon response time?

The person waiting for a response should try to reach out any way possible to try to see what is going on. Reaching out and talking about why they have not been responding etc. and if it continues to reach out to instructor for what to do next regarding the   partner and the rest of the project.

Fall behind in their work?

Communicating this during the weekly check in meeting is crucial so that we can shift responsibilities and lighten the load or shift the schedule around. Falling behind once or twice throughout the term is acceptable, but any more than that and a conversation needs to happen, with or without instructor involvement.

Think they will fall behind due to upcoming exigent circumstances, etc.?

Ideally, communication about this situation will happen before the work becomes time critical, because we can then shift responsibilities and pick up the slack. If an emergency comes up at the last minute, then that's fine and the person who covers will have a lighter work load the following week. If exigent circumstances keep coming up throughout the term, then a more intensive conversation will need to happen, with or without instructor involvement.

Fail to contribute sufficiently to an assignment (e.g., should they do extra work on the next one?)

If someone fails to contribute sufficiently because of exigent circumstances, then there should communication ahead of time so the other team member can take on the additional responsibilities. If the team member who couldn't contribute sufficiently has the ability, they should try to do more on the next assignment.

If there was no communication or very late notice before failing to contribute, and if this happens multiple times, then a more intensive conversation will need to happen when it comes to planning and scheduling, with or without instructor involvement.