TEAM NAME: Melodic Transport

- Team Structure/Roles:
  - **Scheduler** - sets and communicates meeting times, reschedules meetings based on team schedule changes. Also schedules timelines for deliverables, and coordinates with team members to make sure things are on track
  - **Librarian** - collates and finalizes deliverables, submits them to instructors and copies other team members. Communicates with instructors with questions/issues about expectations for submissions. Keeps important artifacts well organized Responds to requests for key artifacts from other team members.
  - **Secretary** - Suggests and circulates agendas for meetings, receives and incorporates feedback about proposed agendas, performs time checks during meetings to stay on the agenda. Documents takeaways from meetings, and incorporates them into the future agendas. Begins topical discussion threads in out-of-band communication channels.

- Communications and Tools:
  - Interactions will be civil, productive and honest. This includes expressing opinions and accepting feedback.
  - Slack will be used for async communication (and possible live chat).
  - Key artifacts will be shared in slack, and organized by the librarian as desired.
  - Phone numbers will be shared in order to call or text if necessary, though this should not be the primary mode of communication.
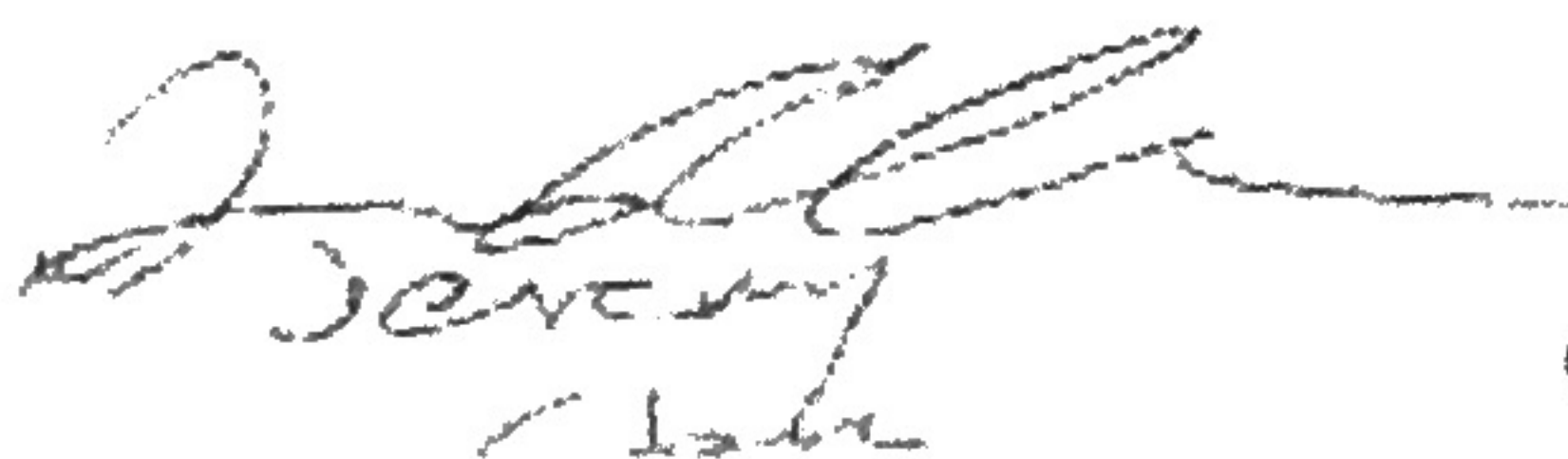 - Google hangouts will be used for meetings.

- Meetings
  - Meetings will be regularly scheduled twice a week for 1 hour each
  - Additional meetings or breakout sessions will be arranged as necessary
  - Prompt arrival to meetings is critical, and respectful to the other team members time.
  - Meetings will end on time, which makes staying on task critical during the meetings.
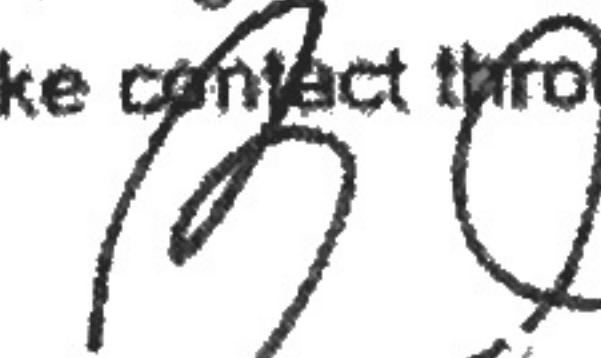
- Collaboration/Implementation:
  - Github will be used for sharing administrative, design, code and other implementation documents. Team members should commit early and often, and should branch if trying something that will break the existing codebase.
  - Github issues will be used to track the different tasks and the person assigned to them.
  - High-level tasks defined in the original project plan will be divided amongst team members as smaller items.
  - The team will make efforts to peer-review all submitted work

- Internal Feedback (anti-loafing):
  - At each in-person meeting, we will have an agenda item for honest, subjective feedback of other members.
  - Before submitting anonymous negative feedback to a non-participating member, attempts will be made to make contact through all established channels.

BRUNO
CARRIERE

Nathaniel
Burbank