

# 1. Group Identification

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**Team Number:** 24

**Team Name:** Computer PAWgrammers

**Team Members:** Ishaan Kale, Cynthia Delira, David Choi, Eugenie Ren, Harsh Gurnani, Jeffrey Lee, Kiera Navarro, Sarvesh Mann, Terence Tan, Sofia Nguyen, Geena Limfat

# 2. Primary Means of Communications and Expectations

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- Primary means of communication will be in Slack
- Consistent check Slack to keep up with important announcements or messages from members
- Communicate with members when work can not be completed by deadline or when stuck on a problem

# 3. Scheduling Meetings

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- When2Meet form will be used to schedule meetings
- Short stand up meetings will be held after class
- Meetings will most likely be held Sundays 3 - 5pm since its the time most people are available
- Detailed meeting notes will be created for those who cannot attend meetings

# 4. General Responsibilities for All Team Members

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- Honest and upfront about skills
- Persistent effort
- Keeping up with deadlines or inform team if deadline is difficult to make
- Respectful to all team members

# 5. Conflict Resolution

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- For big issues/disagreements – do a vote

# 6. Signature

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Harsh Gurnani