Project Report # 1

Sowmya Billakanti \* Robert Radford \* Jeff Ostlund \* Alexandria Creek \* dora blakey diana

**Communication plan:**

Remo- Mutual table work lab and morning meeting

Slack- Quick messages when not at the table

**Conflict plan:**

* daily morning discussion:
  + Communicate-
  + psychological safety check
  + positive supportive work environment

**Work plan:**

* Robert will act as task manager, creating a skeleton code.
* Self-tracking to stay on task
* Pair programming to stay on task and offer second pair of eyes
* Accountability contributing equally to all parts of the application
* Daily morning project management tool to touch bases on progress. Opportunity to assist one another.
* 6 hours coding daily
* 9am meeting—varies based on discussion and team member needs- input process- brief and purposeful
* 10-2 table and whenever possible

**Git flow process:**

* When a team member has a large amount of progress, slack a second person to PR and merge.
* Two people must review for merge.
* Communicate via Slack or, if at the table, via Remo

**Anything else you feel is important:**

* Advocating for taking breaks
* Openness
* Honesty
* Make revealing vulnerabilities a strength
* Second opinion
* Plan B is minimum viability
* Stress free zone