*Dear 6.031 Professors,*

# Goals

- What are the goals of the team?
  - Our goal is to complete the project.
- What are your personal goals for this assignment?
  - Serafin wants to become better at working with git in a team flow
- What kind of obstacles might you encounter in reaching your goals?
  - Busy with other classes
- What happens if all of you decide you want to get an A grade, but because of time constraints, one person decides that a B will be acceptable?
  - We will shun them.
- **Is it acceptable for one or two team members to do more work than the others in order to get the team an A?**
  - While work should be divided as fairly as possible, we recognize that a perfectly even distribution of hours based on initial task assignment is infeasible. We accept that some of us might work more than others, but agree that if time differentials become unreasonable that in-person conversations will occur.

# Meeting and communication norms

- **How will you use the in-class time?**
  - We'll use class time to update each other on what we've been working on and sync with each other. If we have extra time, we'll use the time to work on our parts.
- **How will you communicate outside of meetings?** (Email list? Realtime messaging platform?)
  - We will use a "Realtime messaging platform" to communicate outside of meetings.
- **How and when will you work and/or not work around the Thanksgiving holiday?**
  - We won't work from Wednesday to Friday, cuz we treat ourselves.

# Work norms

- How much time per week do you anticipate it will take to make the project successful?
- **How will work be divided among team members?** (Show how you filled in the Latin square from the project handout.)
  - See below.
- **Where will you record who is responsible for which tasks?** (You will have more fine-grained tasks, and the Latin square is too coarse by itself.)
  - We'll use Trello for finer grained task organization.
- How will deadlines be set?
  - We'll re-evaluate our progress in class and set deadlines accordingly.

- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
- How will the work be reviewed?
  - We'll go over each others' work in class.
- What will you do if one or more team members are not doing their share of the work?
  - We will have a team meeting.
- How will you deal with different work habits of individual team members (e.g., some people like to get assignments done as early as possible; others like to work under the pressure of a deadline)?

# Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?
- What will you do if one of you fixates on a particular idea?

|  | Parser | Evaluation | Visualization |
|---|---|---|---|
| Specs | Sebastian | Elaine | Serafin |
| Test | Serafin | Sebastian | Elaine |
| Code | Elaine | Serafin | Sebastian |

Order of work:
1. Evaluation spec
2. Parser spec
3. Visualization spec
4. Evaluation test cases
5. Parser test cases
6. Visualization test cases
7. Parser code
8. Evaluation code
9. Visualization code

Sincerely,
Sebastian Mendez
Elaine Xiao
Serafin Joseph Cwynar Garcia IV