

# Team Introduction

## Team Name

The Code Monkeys

## Team Logo



## Team Goals

- Maintain open communication with the team
- Maintain understanding of client needs through interviews
- Form follows function
- Learn & have fun
- Have the best project :)
- Consistency
- Organized repository

## Team Strengths

- Creativity
- Attention to detail
- Testing/Bug fixing
- Algorithms
- Meeting deadlines
- Teamwork
- Web development

# Team Agreement

## Method of Communication

- Main: Discord, Slack
- Other: phone/ text

## Communication Response Times

- Discord: As soon as possible, open 24 hours
- Phone, Text: 4 hours

## Regular Meeting Times

- Wednesday 2:00 PM
- Thursday 6:00 PM

## Meeting Attendance

- Location: IC Labs
- Time: mandatory Thursday, optional Wednesday

## Running Meetings

- Face-to-face Thursday
- Online/face-to-face Wednesday
- Alternating note taker each week for Thursday

## Meeting Preparation

- Have an update on your tasks
- Have a list of topics you are concerned with

## Version Control

- Git commit often to make specific rollbacks easier
- Log should say what you did in present tense (i.e. use 'Fix bug #101' instead of 'Fixed bug #101' or 'Fixes bug #101')
- Log should not include redundant details like filename but rather methods/fields of interest

## Division of Work

- Break the project into tasks, whoever wants it gets it
- If multiple people want it they can share the work to a reasonable extent that makes both comfortable
- Small tasks should be accounted for by task volume

**Submitting Work**

- Everyone is to do testing on their own work and check how it works with the rest of the system
- We can have a designated tester every week

**Contingency Planning**

- Lose 2 people: re-think final project expectations with TA
- Plagiarism: have a team discussion if a person is suspected, if plagiarized work is found on the repo then we will discuss with TA
- Regularly Missing Meetings: if there is a valid reason for missing the meeting then we can catch up online, otherwise the TA should be aware that a person is continuously ignoring meetings
- Not doing work (zero progress): warning for the first week, discuss with TA if it continues the next week