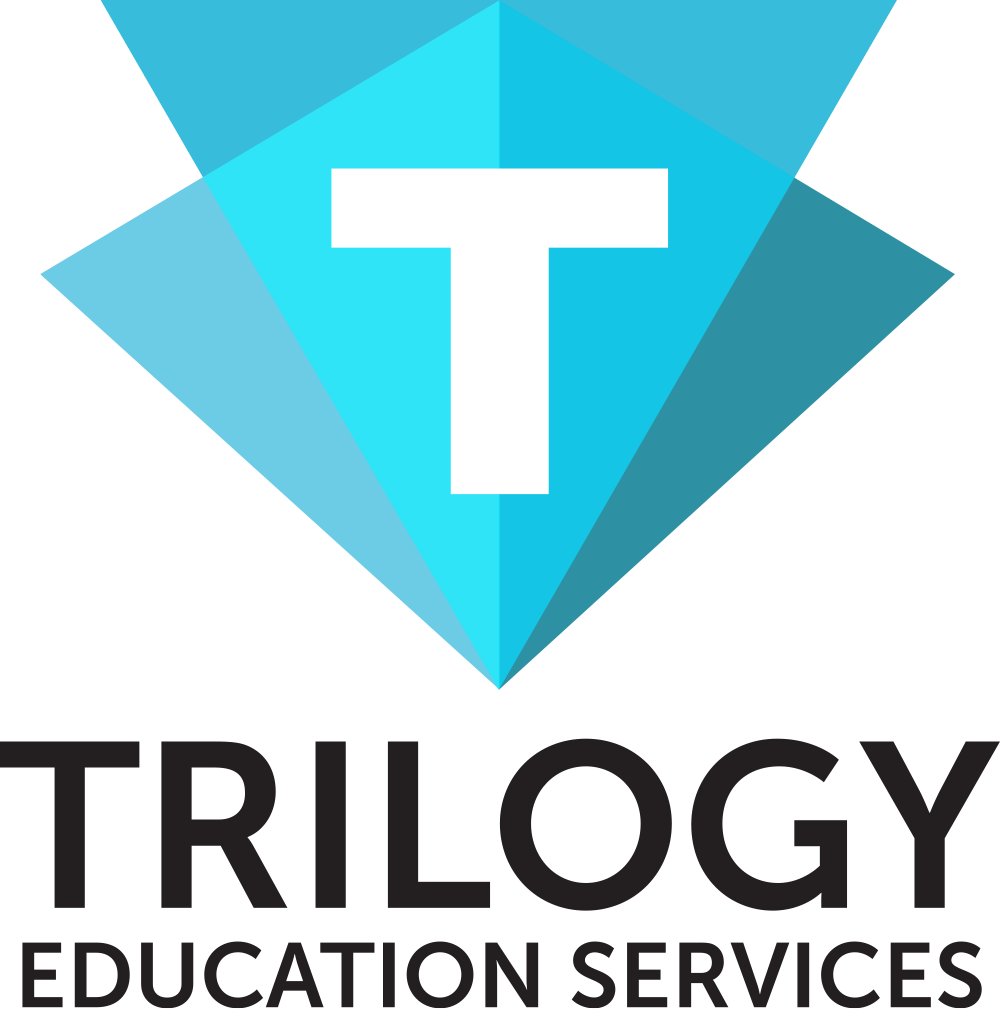
**Boot Camp Project 2 Group Agreements**

**What role(s) will everyone on the team hold:**

* Souky: Visual interaction, Integration
* Jin: Dataset, Webpage
* Julie: Datasets; PPT
* Emma: ETL data into MongoDB/PostgreSQL database

**How often will you have meetings? How long?**

* Once we decided the role, we will focus on individual tasks and keep team member post every day;
* We will meet every other day for highlights/millstones updates for 15-30 mins;
* Whenever there are obstacles, we will share immediately and look for solution together.

**How will you keep track of tasks?**

* We will discuss the timeframe on Saturday and layout an action plan
* Checking slack and in person

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| No work | ½ Class:  -Dataset exploring  -Data cleaning  - decide visual segments |  | Full class:  -Dataset ready  -Visual discussion |  |  | Full class:  -webpage ready  -visual draft and discussion |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| No work | Full class:  -integration ready  -visual ready |  | Full class:  -bug fixing  -Finalize PPT |  |  | 2/29  -Finalize Agreement  - Outline  - Topic  3/14  Presentation |

**What if someone misses a deadline?**

* **We will cover each other. Its not end of the world.**

**What happens if someone misses a meeting?** What is their responsibility? The team’s responsibility?

* We will send out a meeting brief in text for whoever not able to join the meeting
* We are 3 team members, we will meet every other day.

**How does each team member like to receive feedback?**

* Souky: Directly and respectfully
* Jin: Directly speak out and constructive
* Julie: Directly and timely
* Emma: Directly and upfront

**What if there is friction between members?** How will you address it?

* Any limitation, please don’t hesitate to share. We are a team! We will cover each other.

**Other Group Agreements:**

* Souky: Keep me posted and keep the communication open. Listen to each other and be respectful, transparent!
* Jin: to be updated
* Julie: Time is super important for me! Please let the team know a head of time for any kinds of situation, tyty! 😊
* Emma: Be nice~ Stay within the timeframe and meeting in person.