Goals

- **What are the goals of the team?**
    - **The goal of the team is to work and communicate effectively to get the assignment completed**
- **What are your personal goals for this assignment?**
    - **Personal goals for this assignment is to get better at working with a team on a software project**
- **What kind of obstacles might you encounter in reaching your goals?**
    - **Bugs in code, design decisions**
- **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're all gonna try to get A's**
- **Is it acceptable for one or two team members to do more work than the others in order to get the team an A?**
    - **We think it's OK if this is an outcome but we will communicate with the other person about still putting effort into the project.**

Meeting and Communication Norms

- **How will you use the in-class time?**
    - **Work on the project + decide on design choices**
- **How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?**
    - **3 times a week; 30 minutes**
- **Where and when will outside-class meetings be held?**
    - **At 450 Beacon Street**
    - **Night before check-ins and remotely**
- **How will you communicate outside of meetings? (Email list? Realtime messaging platform?)**
    - **Messenger Group (RMP)**

Work Norms

- **How much time per week do you anticipate it will take to make the project successful?**
    - **6 hours per week?**
- **How will work be divided among team members? (Show how you filled in the Latin square from the project handout.)**

○

	Parsing AST	Sound playback	Lyrics streaming
Specs	Luis	Daniel	Jeff
Tests	Daniel	Jeff	Luis
Code	Jeff	Luis	Daniel

○
● **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.)**
  ○ **On a google doc + verbal communication + git**
● **How will deadlines be set?**
  ○ **Deadlines will be set based on time constraints, availability of teammates, etc.**
● **What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?**
  ○ **Talk to them**
● **How will the work be reviewed?**
  ○ **Test cases + code review**
● **What will you do if one or more team members are not doing their share of the work?**
  ○ **Tell them to do it and understand why they're not doing the necessary work**
● **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)?**
  ○ **We work remotely so it shouldn't be a problem**
  ○ **Also we will change our work habits to fit the desired schedule**

Decision Making

● **Do you need consensus (100% approval of all team members) before making a decision?**
  ○ **Not all the time, because this would slow down our progress. We will need 100% consensus whenever we decide on large components of our project.**
● **What will you do if one of you fixates on a particular idea?**
  ○ **They discuss it with the team**