Team Meetings

For the duration of this final project, our team has agreed to meet biweekly. Specifically, we will meet as a team twice a week on Tuesdays and Saturdays, at or around 8 PM. These team meetings will have a duration of a minimum of 1 hour, but no more than 2 hours per night. In these team meetings, we will have discussions regarding each member's respective progress as well as questions about and seek to generate ideas for areas of improvement. We will be using a variety of software to facilitate said meetings, using video messaging applications such as FaceTime and Zoom. Additionally, we will be able to communicate through a text messaging chain throughout the day.

Assistance

Everybody has agreed that the best method of contact is through text for any urgent question or concerns. The expected time for response is approximately 30 minutes. Specific questions regarding code, such as errors, syntax, or formatting, can be looked at by other team members once the questioning member has successfully committed and pushed the code in question to the team repository.

Respect

We will ensure that every member of the team will have an opportunity to speak by going through each team member's goals for the week and what they accomplished the previous week during each meeting. Other team members will then give feedback on the work done and give suggestions. Any derogatory remarks on team members will not be tolerated.

Work Distribution

Workload will be distributed as equally as possible. In the case of unforeseen complications or extra work a meeting will be called to agree on how to continue. Workload is not necessarily defined as by length of code written, but rather by committed time, as it is entirely possible that different sections of the software will be a varying difficulty and as such will require varying time commitments.

Time Commitment

The time commitment per week per team member is expected to be around the same as it would be for a MP. This would be around 12-15 hours per week. Prior time commitments from team members will include studying and doing work for other courses. Since we are all in similar classes, we will work around these prior commitments as a group and plan around things such as exams.

Conflict Resolution

Disagreements will be resolved collectively as a team. Conflicting ideas and disagreements can be specifically resolved through a simple majority vote, with a quorum of 3 members of the team present. In the event of a deadlock between members, we will arbitrate the item in question in hopes of swaying opinion of one or both members of the differing belief. If all other avenues fail, the decision in question will be appealed to a higher authority for adjudication.

Signed:

Harrison Liao   _Girish Manivel_

Arjun Ray   _John Pohovey_