1. Goals
    a. What are the goals of the team
        i. To successfully complete the project with an A
        ii. To apply various concepts we have completed and learned thus far in 6.005
        iii. To gain a better understanding of what it is like to work in a team setting on a large software project
        iv. To become better at software design and writing bug free code quickly
        v. To gain experience working with a team on git
    b. What are your personal goals for the assignment?
        i. Santhosh
            1. I want to become better at designing client-server programs and at designing thread-safe structures.
        ii. Yuqing
            1. To gain experience working with GUIs
            2. To better understand concurrency
            3. To gain experience coding with others
        iii. James
            1. To improve my knowledge of concurrency and patterns for error-free client-server communication
            2. To expand my understanding of git by using more than just the basic set of features
    c. What kind of obstacles might you encounter in reaching your goals
        i. Difficulty in reaching consensus due to different viewpoints among team members
        ii. Time constraints in meeting the deadline since some of our team members might have many things to commit to
        iii. Problem of finding convenient meeting time since our team members have different schedules
        iv. Differences in coding styles leading to difficulties in understanding code
        v. Miscommunication among team members, which might slow the team down
    d. 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?
        i. We strongly discourage our team members from settling with just a B. Our ultimate goal is to get an A in this class. If there is such a case that one person gives up, the rest of the team would have to consult him and try to change his mind. We will probably have a very serious conversation to do so; however, the rest of the team would also do their best to make sure that the whole team gets an A.
    e. Is it acceptable for one or two team members to do more work than the others in order to get the team an A?
        i. It is not acceptable unless one member can perform a certain task much better than the others and he prefers to have more work of this type done by him. But this scenario is unlikely to happen since the project involves only things that everybody in the group has already learned in the class.

2. Meeting Norms
    a. Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?
        i. Our preferences for meetings will largely be after normal school hours so that we may be able to work together for long uninterrupted hours at a time. We will also meet during LA/ TA office hours in order to maximize help gained.
        ii. Our meeting place will be pretty flexible as we live close by.
    b. **How will you use the in-class time?**
        i. We will use this in-class time mainly for meeting with our TA if in case we need help or advice. Otherwise, we will use this time to continue working on the project, each individual making sure that he completes the task assigned and that we are following the laid out timeline as a team. We will also try to attend as many office hours as possible, as LA's often have great insights that save a lot of time, and again, we are rational, time-maximizing human beings.
    c. How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?
        i. We imagine we will be meeting much more towards the beginning to get the ball rolling and at the end to wrap things up, getting each of our own responsibilities done in the middle.
    d. How will you record and distribute the minutes and action lists produced by each meeting?
        i. Someone will take notes on a Google Document or an Email thread.
3. Work Norms
    a. How much time per week do you anticipate it will take to make the project successful?
        i. While it is hard to tell before we begin, it seems like it will take 10 hours per week per person at minimum for the project to be a success.
    b. How will work be distributed?
        i. We will divide tasks based on strengths of each team member, but anyone and everyone is encouraged to work on other parts to further his own learning of software construction
    c. How will deadlines be set?
        i. Deadlines will be set at each meeting for the next meeting.
    d. How will you decide who should do which tasks?
        i. By strengths of team members first and by what each person wants to work on second.
    e. Where will you record who is responsible for each task?
        i. On the google documents and email threads from meetings.
    f. What will happen if someone does not follow through on a commitment?
        i. This situation has to be dealt with on a case by case basis. Life happens, so once will probably be fine but more than that would probably require a stern conversation.
    g. How will work be reviewed?

        i. We will make each team member review the work done by other team members just like what we do in 6.005 code reviews. We will also write a lot of test cases to test our code. Some test cases might be added by a team member who is not the implementer of the code because the implementer might have overlooked certain test cases.
    h. What happens if people have different standards for quality of work?
        i. The best way is probably to ask opinion from a third party like our TA to see what level of quality is expected.
    i. What will you do if one or more team members are not doing their share of the work?
        i. We hope that this is not going to be a problem since all of our team members want the team to perform very well for this project. However, if such an unfortunate case happens then a stern conversation has to be made with these members.
    j. How will you deal with different work habits of individual team members
        i. Use an agile-like workflow to balance the difference in people's work habits while managing to progressively get work done.
4. Decision making
    a. We expect a consensus on all major decisions, especially those related to high level design and structure. Low level decisions can be made individually and second-opinions can be sought.
    b. We encourage debate amongst ourselves to foster ideation and educated design choices. We expect to be able to respectfully disagree with each other and seek TA/LA help if we cannot come to a consensus.