**Project Group #1**

**CS340 Spring 2025**

1. **Team members and roles:**

**Grant Wu**, *Web Server Development, Backend Development, Project Manager*

**Jessica Ramirez**, *User-Interface Development, Backend Development Documentation Lead*

Role Responsibilities:

* Web Server Development (GW): Build out code base to manage communication between client UI and database backend.
* Backend Development (GW/JR): Management and storage of data utilized by the application, including Database design and defining of SQL queries for extracting information of interest from data.
* Documentation Lead (JR): Finalize and submit reports on behalf of the Team, manage GitHub repository for revision control and post discussion related items on EdDiscussion.
* Project Manager (GW): Organize agendas for weekly meetings—including recording of and following up on action items—communicate upcoming project deadlines to ensure deliverables are completed on time.
* User-Interface Development (JR): Build out code base for client-facing user interface that displays and collects information of interest.

1. **Team Name:**   
    Team Oaklaura
2. **Communication Strategy**
   * The team will utilize email and/or Google Doc’s for exchange of formal documentation, text messages for quick, informal communication, and Microsoft Teams for in-person meetings.
   * Team members commit to responding to communications withing 24 business hours. In the event of travel or anticipated unavailability, team members will provide advance notice sufficient to ensure project continuity.
   * The team will convene weekly on Friday mornings at 9:30am CST, with flexibility to reschedule based on academic obligations and deadlines (to be communicated in advance).
3. **Team Policies and Collaborative Framework**
   * Project direction and inspiration will be guided by shared interests and mutual goals, such that team engagement and creativity is maximized.
   * Documentation will be collaboratively through Google Docs, while source code will be managed through GitHub with proper version control to maintain code integrity.
   * Team Member Response Procedures
     + - **Uncertainty or confusion:** When encountering conceptual or implementation challenges, team members will first consult each other for clarification. If a resolution cannot be reached through internally discussion, one or both team members will bring the issue to course office hours for external additional guidance.
       - **Communication breakdown:** If a team member fails to respond within the within the agreed upon response time (one business day), all methods of communication should be attempted during an additional grace period will be afforded. Persistent non-communication exceeding one week will necessitate escalation to course staff for intervention and possible team restructuring.
       - **Time/Schedule conflicts:** Team members experiencing difficulties meeting deadlines will provide notification to their partner as soon as an issue is identified, such ample time is allocated to ensure mutual deliverables bare completed and submitted on time—potentially necessitating the other group member to assume activities outside of their established roles. Our team approach will emphasize collective responsibility rather than individual accountability tracking.