**Team 2 (99 lives)** **Date: September, 13, 2014**

**Project Name: CPT\_S 422 (Turing Machine)**

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| **Title** | **Name** | **Phone** | **Email** |
| Lead | Jason Stidham | (509) 539-4599 | jason.stidham@email.wsu.edu |
| Recorder | Ryan Wilson |  | ryan.wilson2@wsu.edu |
| Reader | Jason Wong | (509) 528-4397 | jason.wong100@email.wsu.edu |
| Inspector | Lansdon Page | (509) 491-9323 | lansdon.page@email.wsu.edu |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Availability** | **M** | **Tu** | **W** | **Th** | **F** | **Sa** | **Su** |
| Jason S | After 7:30pm | After 6:00pm | After 7:30pm | After 6:00pm | After 6:00pm | After 6:00pm | All Day |
| Ryan | After 7:00pm | After 7:00pm | After 7:00pm | After 7:00pm | After 7:00pm | After 2:00pm | After 2:00pm |
| Jason W | After 8:30pm | After 7:00pm | After 8:30pm | After 7:00pm | After 9:00pm | After 9:00pm | All Day |
| Lansdon | After 7:00pm | After 7:00pm | After 7:00pm | After 7:00pm | After 7:00pm | After noon | After noon |

**SKILLS**

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| --- | --- |
| Jason Stidham | Organization, moderate proficiency in C++/ C#, documentation. |
| Jason Wong | Moderate proficiency in C++, Testing Frameworks Qt and Boost for C++ |
| Ryan Wilson | Moderate proficiency in C++, documentation |
| Lansdon Page | Advanced proficiency in C++/C#, manage design and project setup, Documentation. |

**MEETINGS**

* Meetings will be held at a minimum every Sunday beginning 9/14/2014.
* Unless otherwise specified the meeting will be held via SKYPE. Duration of the meeting will be set based on agenda.
* An agenda for each meeting will be issued by Jason Stidham via github. The agenda will be derived from assignment deliverables to ensure all requirements are covered.
* Meetings will begin and end on time.
* We will deal with Top Priority items first; this will usually be based on deliverables to Professor Cook.
* We will make team decisions by majority vote. If the team cannot come to consensus involvement of the moderator (Professor Cook) will be invoked.
* If a team member cannot make a meeting, he will need to contact the group via WSU email and ensure that his deliverable or contribution for the meeting has been submitted. (github, email, ext. depending on material)

**ETHICS**

Team members will:

* Only commit to what we are capable of doing.
* Focus on what is best for the team and the project.
* Promptly notify the project lead of any changes that could affect the project's success.
* Meet our individual goals and deadlines.
* Meet team goals and deadlines.
* Anticipate problems and devise solutions before they occur.

**GUIDELINES**

Team members will:

* Respect team member’s ideas and treat each other with respect.
* Be open and honest in dealing with other team members.
* Listen openly to other team member's points of view.
* Build on other team members' ideas and achievements.

**WORKFLOW**

Team members will:

* Submit code in the C++/ C# (yet to determine) language.
* Use Github repository for issuance of documentation and code. <https://github.com/lansdon/cpts422>
* As a team, review all deliverables before final submission to Professor Cook to ensure it meets team’s standard of excellence.
* Communicate early and often on progress or delays that may impact team’s success.
* Help team members if questions about their section arise.
* Collection of material for the notebook will be collected after the weekly meeting to ensure team’s concurrence with the deliverable.

Signature of Team Members:

Jason A Stidham

Jason Wong

Ryan Wilson

Lansdon Page