Goals
- What are the goals of the team?
    Do well on final project
- What are your personal goals for this assignment?
        Or: Do well on final project
        Liza: Do well on final project
        Arezu: Do well on final project, work on a team software project
- What kind of obstacles might you encounter in reaching your goals?
        Not knowing how to do things, time
- 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 will discuss the situation but try to convince them that an A is best
- **Is it acceptable for one or two team members to do more work than the others in order to get the team an A?**
        Yes if it's not that big of a difference

Meeting Norms
- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?
        Definitely during 6.005, otherwise after everyone's classes in the afternoon (and we agreed that we will meet on weekends too if we need). Location: at office hours/lab.
- **How will you use the in-class time?**
        Asking questions and if we have no questions just working on our assigned parts
- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?
        Probably a lot. We will meet as long as we need to get everyone on board with what the next steps are.
- How will you record and distribute the minutes and action lists produced by each meeting?
        Someone will take minutes and email everyone after the meetings

Work Norms
- How much time per week do you anticipate it will take to make the project successful?
        12
- **How will work be divided among team members?**
        Once we read the specs we'll try to divide things as equally as possible while giving people what they're good at
- How will deadlines be set?
        At our meetings (i.e. "things we should do before next meeting")
- How will you decide who should do which tasks?
        Based on what they're good at/how much time they have before the next

meeting
- **Where will you record who is responsible for which tasks?**
  In the minutes which will be sent out to every member of the team
- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
  We will have a discussion with that team member, and if it becomes an ongoing problem then we will ask our TA to get involved.
- How will the work be reviewed?
  If it passes the tests the people who didn't write the code will review it. We'll talk about changes with the author before actually changing anything though.
- What happens if people have different opinions on the quality of the work?
  Take a vote because there will always be a majority, or ask the TA for their opinion.
- What will you do if one or more team members are not doing their share of the work?
  Be mad at them and complain to you guys (be prepared)
- 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 purposely chose each other because we want to work on this as early as possible.

Decision Making
- Do you need consensus (100% approval of all team members) before making a decision?
  If it's a design decision then yes (result of vote counts in a disagreement)
- What will you do if one of you fixates on a particular idea?
  If it's not an idea we agree on, we will try to talk them out of it. Maybe get a TA involved.

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Elizabeth Gaylord