

CS 455 TEAM

At your first team meeting:

1. Exchange schedule and contact information
2. Each member discuss their strengths and weaknesses
3. Elect a team leader or captain
4. Elect a team secretary (technical writer)
5. Elect a software quality assurance person to create test files and perform testing.
6. Consider subdivision of the team into two sub-teams related to division of the project into two major subtasks.
7. Plan for possible meeting times and places
8. Discuss methods for sharing data (setting up a repository for files which can be checked out and denoted as being used to prevent version control problems)
9. Consider the evaluation forms which will be completed at the end of the project.
10. Team captain contact the instructor with information:
 - a. Team captain name
 - b. Team secretary name
 - c. Plans for times and places for meetings
 - d. Methods for sharing data
 - e. Subdivisions of the team