Collaboration Plan and Project Proposal

Working on teams can be a challenge even when you get along well with the people you work with. Unexpected conflicts and challenges can arise, and it's important to be prepared with a plan to work through them. For this part of the assignment, I would like you to meet with your group and discuss your plan for collaboration on this project. Then submit a PDF with a summary of your plan, addressing each of the items below. Please try to keep it brief.

1. Describe your plan for communication. How will you communicate? How often will you communicate?

2. Describe your plan for how you will divide up the work. One of the requirements for this assignment is that all members be involved in all aspects of the project. *That means everyone needs to help code, everyone needs to help with the presentation, everyone needs to be involved in the check-in documents, and everyone needs to help with the programs when you are paired with another group.*

3. Describe how you will share your code. I recommend using something like Github. If you are not familiar with it, it is definitely worth learning about.

4. Describe how you will keep each other accountable. *No one wants to work on a team with someone who doesn't do their part (or doesn't do it on time). Keep in mind that just because you might be okay with turning something in late, your teammates might not be okay with that.*

5. Describe how you will handle any conflicts that might arise. *I am available to help deal with issues as they come up, but it's important for you to try to work things out as much as possible. I will divide up a group if necessary but only as a last resort, and I do not want to kick someone out of a group right at the end, so if there are issues in your group that may not get resolved, you need to let me know early on.*

6. Describe any other guidelines or expectations you agreed upon as a group.

7. What is your topic for the project?

8. What is your initial plan for implementation?

9. Provide a justification for the complexity of the project given that each person is expected to contribute 10-15 hours. If you need to make it more complex due to having more people in the group, what are some ideas you have to do that?

10. Let me know of any questions or concerns you have about the project.