

CS340 Initial Group Formation

1. Your team members' names and roles (these may change later and that's fine). Indicate who is the team leader, if applicable.

- Mary Nansikombi, Creativity Officer and Discussion Liaison
- James Bray, Deadline Enforcer and Researcher

2. Your team's name

- Team number : Team 58 aka Area 58

3. Communication method

- Primary mode of communication
 - Discord and iMessage will be utilized for communication. For urgent communications, iMessage will be utilized to indicate urgency.
 - We will also have Bi-weekly meetings on Tuesdays and Wednesdays from 6:30 pm to 7:30 pm.
- How long do members have to respond to communication? (e.g. once you receive a messenger owl, how soon are you obligated to send one back with your reply?)
 - If an assignment is due within a day or two, a response should be anticipated within a few hours of the time it is sent.
 - If an assignment due date is over a week away, a response should be anticipated within 24-48 hours.
- What method will your team use for version control (e.g. checking in new or modified code or documentation?)
 - GitHub will be our team's method of version control.

4. Your team's policies:

- How will you encourage creativity and resolve disagreements? (e.g. how can you promote positive/creative discussion and minimize dysfunctional conflict?)
 - The team is committed to working together efficiently. Communication is at the forefront of our collaboration. All ideas will be considered, discussed, and worked through to see what creates the best final product.
- How will you manage the project (e.g. using GitHub)
 - GitHub will be utilized to manage all aspects of the project, whether its documentation, new code, and version control as discussed above.
- What should a team member do if they:
 - **Get confused about what to do**
 - Reach out to the team and inquire about the material that is causing confusion. If the team cannot resolve the confusion together, the researcher will look for answers in the source material and the discussion liaison will post to Ed Discussion for help from our fellow classmates.
 - **Do not hear back from the other team member within the agreed upon response time**
 - Give them a call and see if they respond or check in with them first, especially if a delay was not previously discussed.
 - **Fall behind in their work**
 - Contribute more to the next one or offer them a part of the project that might be easier to do for them; possibly say something not as important for the project.

- **Think they will fall behind due to upcoming exigent circumstances, etc.**
 - Communicate that they will fall behind to the other partner but also devise ways on how to contribute to the projects in a slow but steady manner so they put in some weight to the assignments and projects.
- **Fail to contribute sufficiently to an assignment (e.g. should they do extra work on the next one?)**
 - Probably contribute extra work on the next one but most importantly communicate that they will not be able to contribute sufficiently to an assignment at least 5 days prior so the other partner is ready for what to expect. The team member could do more on the next project so both teammates contribute equally in a fair manner in terms of workload.
 - Note: This work is based on similar project rules we created last summer.