

Team Expectation Agreement

Team Roles:

Team Coordinator: Valerie

Code Collaborator: Shivas

Team Scribe: Marius

Team Submitter: role shared across team members

More roles will be identified and added as the project evolves

Communication:

We will be using Asana(<https://app.asana.com/>) for our online communication and collaboration tool, including task management. We will also be using Google Hangouts for ad-hoc communication.

We will make sure everyone in the team understands and approves the content of our work submissions. We will share and discuss our ideas in a respectful manner, encouraging every member to put forward her or his opinions and ideas.

Meeting:

We will have weekly Skype meeting. On a need basis we can have more calls.

Coordination:

Each week, we will create a list of tasks that need to be performed along with due date and team member assigned to tracking it. We will keep the list up to date and make sure the work is split fairly across team members. This list will enable coordination among the team members and make expectations clear for everyone.

Collaboration on Implementation:

We will use github(<https://github.com/>) as our document and code repository.

Dealing with non-performing members

Although we expect our team to perform well together, if a member is found not to be doing a fair share of the work, we will point it out within the team and propose corrective measures in our weekly meeting. If the situation repeats for more than one week, we will seek outside help and possibly take more decisive measures. Hopefully, producing a task list each week will help us keep track of our work and serve as a common reminder of the expectations on what each of us should do.

Members:

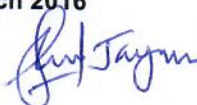
Valérie Lavigne



21 March 2016

Marius Panga **Signed 28 March 2016**

Jayaram Shivas Vadakumpuram

 28 March 2016