**Template for DTR Memo**

Project:

Group Member Names:

Project Expectations: What does each group member hope to get out of this project?

Goals and expectations:

Team strengths:

How to overcome obstacles:

Schedule Expectations (When are we available to work together and individually?):

Communication Expectations (How often will we communicate? How do we keep lines of communication open?):

Abilities Expectations (Technical strengths and areas for desired improvement):

Workload Expectations (What features do we each want to work on?):  
  
Workflow Expectations (Git workflow/Tools/Code Review/Reviewing Pull Requests):

Expectations for giving and receiving feedback:

Agenda to discuss project launch:

Additional Notes: