

Project 2 Group 17 Expectations Agreement

Section 1: Positive Working Environment:

How to create and maintain a positive working environment within the group:

- Treat each other with respect
- Encourage ideas
- Provide kind and effective code feedback
(<https://phauer.com/2018/code-review-guidelines/>)
- Create an environment of collaboration by reaching out to members and encouraging feedback and help
- Understand individual members' strengths and weaknesses and keep those in mind when assigning tasks
- Keep high-level goals in mind so the group works efficiently and feels productive

Section 2: Processes:

- Mode of communication:
 - Mostly in-person communication, but text group chat for immediate communication.
 - Shared google docs to share ideas.
 - codeshare.io to share code (<https://codeshare.io/DZXbkl>)
- How to schedule meetings (if needed outside of class):
 - To find shared availability we can chat in person or over text.
 - If we need to meet, we can go to Elliwood
- How to conduct meetings:
 - We can meet in person during our assigned meeting times and resort to Zoom if necessary for additional collaboration.
 - Set prerequisites prior to each meeting so we all start on the same page.
 - Come prepared with progress to show one another.
- How to assign tasks:
 - Make sure we are assigning everyone an approximately equal workload. See who feels most comfortable with each part of the assignment.
 - Add commentary to all tasks as we go so the report write-up will be easier
- How to handle disagreements:
 - Lay out both points/solutions and weigh the pros and cons. Depending on how it will shape our project we will take into account each side of the disagreement.
- Individual responsibility and accountability:
 - Understand team members' strengths and weaknesses and set goals to achieve tasks throughout the week. The group must agree on these deadlines and will be held accountable.

- For members who have difficulty in completing their tasks:
 - We will all work to figure out what their primary roadblocks are. See if redistributing tasks could be feasible. If not, we will utilize other resources available (documentation, class notes, office hours, other peers, etc.)
- Handling group members who can still communicate and contribute but cannot meet in-person
 - Use a program such as Zoom to have communication and screen-sharing capabilities. Share code so we can still collaborate.