

Team Member Names	Contact Information (e-mail, cell, Facebook, etc.)	Preferred Contact Method / Limitations (ex. no calls after...)
Matthew Busch	mbusch7@gatech.edu	513-331-0022
Robert Cooper	rcooper39@gatech.edu	910-540-7870
Christopher Pham	cpham30@gatech.edu	404-784-2122
Spencer Shaw	sshaw32@gatech.edu	678-910-8047
Lucille Wang	lwang430@gatech.edu	678-900-7584
N/A	Contact 6	Pref 6

Team Member Names	Strengths related to teamwork and the team's assigned task.	Weaknesses related to teamwork and the team's assigned task.
Matthew Busch	Quick to learn new tasks	Not much experience with programming on a team
Robert Cooper	I'm a good problem solver	Time management
Christopher Pham	Flexible	Starting things early
Spencer Shaw	Very proactive	If it can be done individually, it should. (with some exceptions) Previous teammates haven't always agreed with this approach.
Lucille Wang	Good at planning	I overanalyze things.
N/A	Strength 6	Weakness 6

1. What are your team's goals for the collaboration?

These should relate to the team's performance on the project as well as the processes that the team will follow to complete the project. What are your team's expectations regarding the quality and timeliness of the team's work?

Goals

- 1) The team will assign individual work to each group member every week. The work will be given an internal due date based on task difficulty.
- 2) Assignments are expected to be met by the assigned due date. In the case of an emergency, assignment due dates will be adjusted. Alternatively, the work/assignment will be reallocated.
- 3) Code will be functional by the due date.
- 4) Code will follow team style standards.
- 5) Code will be adequately commented.

2. Who is responsible for each activity? What roles will each member have?

Don't forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil's advocate), ensuring that everyone's opinion is heard, etc.

Roles

- 1) Leader: Matt Busch
- 2) Scheduling Coordinator: Lucille Wang
- 3) Documentation Coordinator: Robert Cooper
- 4) Milestone Tracker: Spencer Shaw
- 5) Meeting minutes monitor: Christopher Pham

3. What is your timetable for activities?

(Due dates, meetings, milestones, deliverables from individuals, if appropriate)

Timetable

- 1) Meetings at least weekly. Meeting days
- 2) Internally, the team will try to have every milestone/M assignment completed and ready 24 hours before the deadline.

Task	Completion Date
Version Control/Build Management Lab	Late January
Login/Logout Story	Early February
Registration/Profile	Mid February
Architecture & UI Prototypes	Late February
Map	Early March

Persistence Implementation	Mid March
Testing & Standards	Mid April
Database Implementation	Mid April

4. What are your team's expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?

Attendance:

- 1) You can opt out of a meeting if you are sick/emergency or have a test within 6 hours after the meeting
- 2) Must be on time for meetings. A late arrival can be excused if coming from class or somewhere else a reasonable distance.

5. What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?

Excuse

- 1) Sick
- 2) Emergency
- 3) Have a test within 6 hours after the meeting. (i.e. you need emergency study time)
- 4) Homework due in less than 5 hours. (Will be quickly done after the homework is done though)

6. What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)?

Emergency Process

- 1) Team member will contact the group leader for an update on the project.
- 2) Team member will coordinate to get their assignment.
- 3) Team member will send out a memo on how their current assignment is progressing. This memo will address any redistribution of work or change in internal due dates.

7. What are your team's expectations regarding the quality of team members' preparation for team meetings and the quality of the deliverables that members bring to the team?

Preparation

- 1) Team members will have invested time into their assignment before the weekly meeting. The weekly meeting should not be catch up time because everybody procrastinated.
- 2) Incomplete implementation are fine.
- 3) Questions/project discussion are encouraged.

8. What are your team's expectations regarding team members' ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?

Contributions

- 1) Listen to everyone's ideas and write them down before making a final decision.
- 2) Respect all member's ideas.

9. What methods will be used to keep the team on track?

How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?

Monitoring

- 1) Fair allocation of tasks.
- 2) Weekly updates from all members about their progress and make changes if needed.
- 3) Verbal encouragement will be rewarded to members who do well.
- 4) To manage members whose performance is below expectations, someone will meet with the individual more often than the usual scheduled meeting to monitor progress.