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| **Team:** | **Team SOBE** |
| **Team Members:** | **Scott Beachy, Paul Ortega, Elmer Engracia, Josh Snyder** |
| **Date:** | **3/11/2013** |
| **Project Tile:** | **Weserveu.biz** |
| **Team Leader:** | **Josh Snyder** |

# Team Purpose

This team was assembled to design and create a website for our client William Compton. The team will be here for the duration of senior project and possibly longer if needed.

# Team Management Plan

## Team Leadership: Project Manager is Josh Snyder

## Task Assignments:

## Tasks are assigned voluntarily based on a team member’s skills. If a member feels that they are good at that task or they want to practice and get better at a certain task they can take it on. If there are left over tasks then those will be assigned based on workload.

## Communication Plan:

## We will be communicating regularly by email, text, and weekly team meetings. We have created a Dropbox.com folder that we all share our documents in.

## Documentation:

## Documentation will be shared through our Dropbox.com account. The team leader will download any needed docs from the Dropbox.com to submit to the school Dropbox.

## Change Management:

## Version control will be handled by saving the project locally on each team member’s computer and also in the Dropbox.com folder. Each team member is responsible for ensuring their portion of the software is operational before updating the Dropbox.com entry. In an event where two members are working on the software at the same time (unlikely due to differences in schedules) each user should save the current version in the Dropbox locally before making any changes so that the local copy is available to compare any changes made to it by another team member.

# Team Members / Skills Inventory

* Scott Beachy
  + CIS Student
  + Design, Documentation
  + Coding
  + Web Hosting
  + Payment Solutions
* Paul Ortega
  + CIS Student
  + System Architecture
  + Project Planning
  + Coding
* Elmer Engracia
  + Attention to Detail
  + Web Development
  + Time Management
  + Team Oriented
* Josh Snyder
  + Cooperative Leadership
  + Creative Design
  + Client Interaction
  + Coding

# Team Meetings - Expectations and Responsibilities

* Team Meetings
  + Meeting every Monday at the Mesa Campus for class via Skype. (Thanks Professor Huber!)
  + Short meeting every Thursday before class to go over status of assignments.
  + In the future, as needed.
* Team Members Responsibilities
  + Each member will ask any needed questions
  + All members are expected to assist others
  + PM will document the meetings
* Meeting Information
  + All notes and information learned will be documented by that meetings designated noted taker and uploaded to the Dropbox.com folder.
* Team Members not Present
  + Any member of the team that is not able to attend will be informed via email of the findings of the meeting.
  + If assignments are divided at that time the team member that is not present does not get to volunteer for an assignment and must complete what is assigned by the other members of the team unless prior arrangements have been made.

# Equal Commitment

* Each team member is expected to contribute as much as the next.
  + Some tasks may require more time than others
  + All tasks are important to the project
  + Team members are encouraged to ask for help if their portion becomes too much to handle alone.
* The definition of team is a group that works together for a common goal and we will support each other to reach that goal.
* Each team member is required to put forth their best effort to accomplish their task. If the team needs to help make that happen then it will.
* If one team member feels that they are doing more work than the rest of the team then that team member will make their feelings clear so that the issue can be resolved.
* A team that works well with its members will perform well and can solve many problems together. This will be the motto of our team.

# Conflict Management Plan

* As a “Team” we will decide together what happens with the project.
  + If there is a conflict then we can ask other team members about the situation.
* If there is a conflict that cannot be resolved internally then the instructor will be notified of the issue and asked for advice.