

Goals

- Make sure code is ETU, RFC, SFB :)
- Regularly discuss progress and make sure that everyone equally understands
 - So that no one person understands more / less than everyone else
- After weekly TA check in go over progress from the week
- No one teammate should do more work than the others
- Finish the project with code that we are proud of

Meeting and communication norms

- Meet three times minimum outside of class a week
 - Use group chat to ask questions / meet up
 - Meet in dorm / other study spaces
- Meet in class to talk about specs / partitions / rep invariants / abstract function etc.
 - I.e. design decisions
- Assume no work will be done over Thanksgiving weekend until we are all back on campus and we will prepare for this set back.

Work norms

- Use the proposed work table
(http://web.mit.edu/6.031/www/fa19/projects/norm/#@here_one_way) to split up the work which we will figure out as we start designing the project

| | Parser | Evaluate | Visualization |
|--------------|---------------|-----------------|----------------------|
| Specs | Violetta | Sam | Shariqah |
| Tests | Sam | Shariqah | Violetta |
| Code | Shariqah | Violetta | Sam |

- Record responsibilities / progress in a text document that we will update once a week after TA meeting with progress and what people will be working on for the next week
- Deadlines - we will plan this out once we start designing the project and have a buffer week in the end to debug also 1-2 buffer days for every deadline to debug.
- Communicate if falling behind on tasks / if you know you're going to be super busy.
- Code review - discuss after every weekly TA meeting. Also if major changes are being made notify team asap through group chat.
 - Don't push buggy code especially if it is a big change.
- Don't struggle for more than an hour alone

Decision Making

- Aim for 100% consensus and if not just discuss it.
- If someone is fixated on an idea try to accommodate it if possible.

Sam Sappenfield

Shariqah Hossain

Violetta Jusiega