



Team Member Names	Contact Information (e-mail, cell, Facebook, etc.)	Preferred Contact Method / Limitations (ex. no calls after...)
Kaijun Lin	kaijun_lin@gatech.edu	email
Sean Walsh	seanwalsh@gatech.edu	email
Krrish Dholakia	krrishdholakia@gatech.edu	email
Elissa Huang	elissa.huang@gatech.edu	email
Nirmit Shah	nirmitshah@gatech.edu	email
Kevin Luikey	kluikey3@gatech.edu	email

Team Member Names	Strengths related to teamwork and the team's assigned task.	Weaknesses related to teamwork and the team's assigned task.
Kaijun Lin	Previous experience with teams; both frontend and backend experience	UI Design, bad memory with Android Studio before (:<)
Sean Walsh	Experience with work with teams, some web development skills	I have no experience with iOS development, bad UI skills
Krrish Dholakia	previous experience: working in teams + CS teams	Can be insensitive at times.
Elissa Huang	Worked with teams before	Sometimes unwilling to give harsh criticism
Nirmit Shah	I've used computers before	Bad at staying focused
Kevin Luikey	Experience with CS.	Never done iOS or andriod dev.

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?

We finish the project on time and finish all the implementations (including additional ones) on time.

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

Project Manager: Elissa Huang

Scope: The PM will be in charge of keeping track of the project. Making sure all milestones are met and zenhub is kept updated. The PM will be in charge of arranging meetings and following up.

In the case of a Lead requiring additional assistance, the PM will be the person who provides the additional assistance.

Android Dev Lead: Sean Walsh

Scope: The Android Dev Lead is in charge of developing the Android implementation of the application. The Android Dev Lead will be responsible for any and all issues relating to the Android implementation of the application. The Android Dev Lead is responsible for working in coordination with the Design Lead for ensuring a consistent UI/UX experience.

iOS Dev Lead: Krish Dholakia

Scope: The iOS Dev Lead is in charge of developing the iOS implementation of the application. The iOS Dev Lead will be responsible for any and all issues relating to the iOS implementation of the application. The iOS Dev Lead is responsible for working in coordination with the Design Lead for ensuring a consistent UI/UX experience.

Web Dev Lead: Kaijun Lin

Scope: The Web App Dev Lead is in charge of developing the Web implementation of the application. The Web App Dev Lead will be responsible for any and all issues relating to the Web implementation of the application. The Web Dev Lead is responsible for working in coordination with the Design Lead for ensuring a consistent UI/UX experience.

Design Lead: Nirmitt Shah

Scope: the design lead will be in charge of UI/UX design of the android app, the iOS app, and the webapp. The Design Lead will be in charge of creating a unified visual identity for our team's products.

Test Lead: Kevin Luikey

Scope: The Test Lead shall be in charge of testing and identifying bugs after every test. The Test Lead is in charge of ensuring that all bugs are fixed. The Test Lead will be in charge of creating additional software components that will integrate with the

Github and and test the code after every push by the developer. The Test Lead is in charge of writing the basic tests that need to be passed by every push.

3. What is your timetable for activities?

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

Each task will be due either in one or two weeks, depending on our milestones. Our team meetings will probably be on weekend evenings, and we will discuss the date and time so it fits everyone' schedule.

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

We hope that our teammates attend the meetings on time, and if they could not come, they have to find other teammates to know what happens in the previous meeting. This rule applies to leaving early as well.

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

1. Any emergency that is listed by Gatech.
2. Any tasks informed by Gatech instructors without previous notice.
3. Any GaTech related events (athletes, tournaments, etc.)

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)?

The other team members will assess the situation in the team meeting. If it's an emergency listed by Gatech, there shall be no punishment. Otherwise, the team will decide the consequence.

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?

We think that the group or the person responsible for a task should be well prepared (e.g clear framework or a speech script) before each meeting. If a task is finished, the group or the person should be able to explain what they have done and what are those features they have completed. If a task is not finished, should be able to explain the reason and report the current process.

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

We expect everybody do their best to finish their tasks, and we prefer thorough discussion (on any communication platform or face-to-face) before we really execute the tasks.

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?

We will use Zenhub, Trello, and Slack to keep track of our work. Besides, we will consider each teammate's strength and weakness when we assign the work, and if one could not finish his work or encounter too great difficulty, we will allow task swap so he could probably try the other one.