Team members: andrewan, elbachir, rexstock

Goals

- What are the goals of the team?
    - Get an A on the project
    - Develop as software engineers
    - Learn the intricacies of working on a software project as a member of a team
- What are your personal goals for this assignment?
    - Rex: My personal goal is to get an A on this assignment and to grow as a software engineer.
    - Andrew: Do well on the project, gain experience working in a group, and work with parsers since I find them interesting.
    - El Bachir: Gain more experience in software design and put into practice the skills acquired throughout the semester. Deliver a project that we're proud of as a team that deserves an A.
- What kind of obstacles might you encounter in reaching your goals?
    - Time constraints
    - Communication breakdown
    - Difficulty with the code
    - Personality/ work-ethic conflicts within the team
- What happens if all of you decide you want to get an A grade, but because of time constraints, one person decides that a B will be acceptable?
    - If one person decides that a B will be acceptable, we will meet as a group and attempt to change the individual's mind. If that does not make a difference, those members of the team that want to get an A will pick up the slack. If this situation arises, it will be brought to the attention of our TA so that they can mediate.
- Is it acceptable for one or two team members to do more work than the others in order to get the team an A?
    - Constructive feedback and communication would be essential when this arises to ensure that we are contributing equally.
    - While we all hope to achieve an A on this project, if a team member is falling behind on their work it is acceptable for the others to do more work. If this situation arises, it will be brought to the attention of our TA so that they can mediate.

Meeting and communication norms

- How will you use the in-class time?
    - In-class time will be used to brief each other on our progress, share ideas, and reconfigure the task organization. Our goal after every class is to have a deliverable for each member of the team due by the next class.

- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?
  - We anticipate that we will need to meet outside of class once a week. These meetings should last anywhere from one to two hours.
- Where and when will outside-class meetings be held?
  - Outside-class meetings will be held over the weekends. As none of us live near each other, our primary method of conducting meetings will be over Skype.
- How will you communicate outside of meetings?
  - Outside of meetings, we will communicate over text and email. Additionally, we have established a shared Google drive to store our work, ideas, and task organizations.

Work Norms

- How much time per week do you anticipate it will take to make the project successful?
  - We anticipate that it will take each member twelve to fifteen hours a week of work, including meetings and excluding class time, to make this project successful.
- How will work be divided among team members? (Show how you filled in the Latin square from the project handout.)

	Server-side logic	Game logic	Client-side logic
Specs	Rex	Andrew	El Bachir
Test	Andrew	El Bachir	Rex
Code	El Bachir	Rex	Andrew

- Where will you record who is responsible for which tasks? (You will have more fine-grained tasks, and the Latin square is too coarse by itself.)
  - We have a shared Google drive with a document breaking down tasks that need to be accomplished, intended completion dates, and who will be working on them.
  - For each team meeting, we plan on setting an agenda and define action items/deliverables at the end and assign them to team members
- How will deadlines be set?
  - Large deadlines will be set by the course staff. However, smaller deadlines will be determined during in-class meetings and through our emails and texts with each other.
- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
  - If a team member anticipates not being able to meet a deadline or join a meeting, he's expected to communicate with the team members as early as possible and inform them of any circumstances blocking them.

- - The other team members will do everything in their power to reach out to the individual who is not doing their tasks and/or not coming to meetings. If it becomes a serious problem, we will bring it to our TA to mediate.
  - How will the work be reviewed?
    - We will all review each other's work at our weekly meetings, and include code review in our deadlines that we establish.
  - What will you do if one or more team members are not doing their share of the work?
    - We will communicate first and understand what the issue is that's preventing them from doing their work. We also expect them to be open and communicate earlier with any issues that might affect the team's performance.
    - The other team members will do everything in their power to reach out to the individual who is not doing their tasks and/or not coming to meetings. If it becomes a serious problem, we will bring it to our TA to mediate.
  - How will you deal with different work habits of individual team members (e.g., some people like to get assignments done as early as possible; others like to work under the pressure of a deadline)?
    - We will attempt to unanimously come to decisions regarding deadlines so that everyone has the same expectations. We will not force each other to change our work habits as long as the deadlines that we set are being met.

Decision Making

- - Do you need consensus (100% approval of all team members) before making a decision?
    - We will require 100% consensus on all due dates, deadlines, and other decisions for the project. However, everything will be open for debate.
  - What will you do if one of you fixates on a particular idea?
    - If one person fixates on a particular idea, we will move the deadline up to allow them to pursue that idea, as long as it fits within the code that has already been written. If their idea does not work, they will revert back to working on what the group decided to do.

Signatures: Rex Stockham, Andrew Antonitis, El Bachir Boumhaout