

**Team checklist for first team activities in GDSD Team Project Fall 2020 – check all items and fill out the table below and send copy to all team members**

**Your team number is 2 \*\*\* all team members – please remember your team # \*\*\*\***

- ✓ • Whole team: Choose and confirm team lead – if any issues talk to instructor ASAP
- ✓ • Get e-mails and contacts of each team member (maybe fill in the table below)
- ✓ • Get to know each other professionally and ask team members how they like to be called
- ✓ • Make sure all team members have their individual git account and share their git id
- ✓ • Chose front end and back end team leads (start with volunteers)
- ✓ • Find one time in the week between class times to meet with the team
- ✓ • Establish preferred means of communication between the whole team (e-mail, skype, slack....)
- ✓ • Get initial idea of the skills and back end vs. front end affinity for each team member
- ✓ • Appoint git master – somebody for experience who will manage team account (updates, branches etc.)
- ✓ • Ask all team members to read Milestone 0 instructions and get the team going on it

[illegible]