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

Name (team lead first)	email	Nickname (preferred way to be called)	Back end or front End affinity/lead Or github master	Can meet these times outside of class
Syeda Tasneem Rumy	syeda-tasneem.rumy @informatik.hs-fulda.de	Syeda or Rumy	Back-end lead, GitHub Master	
Ahmed Abdullah	ahmed.abdullah @informatik.hs-fulda.de	Ahmed	Back-end help	All through weekends. Thu.+Fri. 3Pm-5Pm
Syed Muhammad Sumair	syed-muhammad.sumair@informatik.hs-fulda.de	Sumair	Front-end help	Tuesday & Wednesday 09 am to 2 pm