CS317\_Spring\_2019

Group/Project Name: SwisAlps

Organization GitHub ID: SwisAlps

Password: Personal Profile Password

Repository(s): Personal: *LastName\_FirstName\_CS317*

Placed/Located in:

1) Organization Hub (main)

2) Profile/Personal Hub

3) Class Hub (sub)

Issues: *Issues*

Group: *Group\_Work\_General*

License: MIT

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**Team Policies**

The following policies are meant to guide members of the team according to their activities and expectations for ongoing work.

1. Each team member will have their own personal repository:

<Last name\_First name\_ Work>

This repository will contain:

1. Personal notes from project meetings and/or research activities
2. Each team member will pull an updated version of our project BEFORE pushing any new work so to avoid mismatching code conflicts.
3. If a member is unable to attend a team meeting, inform others by email or orally before the day of the meeting.

Upcoming scheduled meetings are informed to members by email or orally.

1. Treat all team members with respect: this goes without saying, but is important nevertheless.
2. If a member should miss a meeting, other available members will give him/her an update on progress.
3. Create group meeting notes following every meeting
4. Divide project work fairly and appropriately. We should do our best to each put an equal amount of effort into this project.

**Initiation and Exiting Policy**

Initiation

1. Contact information will be given to the team for organization. This includes phone number, github address, and email address (we should know their name already)
2. New member will be added to the group message, as well as the Git organization.
3. The new member will be briefed on current progress and their assignment within the project by departing member

Exiting

1. Departing team member will be removed from the Git organization and group messaging.
2. Departing member will give the rest of the group a full update on their progress in the project thus far
3. Departing member’s roles will be divided equally among the remaining members.