



Team Member Names	Contact Information (e-mail, cell, Facebook, etc.)	Preferred Contact Method / Limitations (ex. no calls after...)
Rushabh Shah	Rshah424@gatech.edu	GroupMe
Joshua Burer	jburer3@gatech.edu	GroupMe
Yingqi Chen	Yingqi.ch@gmail.com	GroupMe
Garrett Meek	garrettmeek@gatech.edu	GroupMe
Yulun Hsiao	Yhsiao40@gatech.edu	GroupMe

Team Member Names	Strengths related to teamwork and the team's assigned task.	Weaknesses related to teamwork and the team's assigned task.
Rushabh Shah	Sketching Ideas, Designing, Collaboration	Time management with schedule
Joshua Burer	Professional programming experience, familiarity with best practices. Code review & organization with GitHub.	Time must be balanced with my work schedule
Yingqi Chen	Brainstorming, giving new ideas, Drawing, well communication skill.	Weak time management, Procrastination
Garrett Meek	Hard Working, Time management	Github
Yulun Hsiao	Teamwork, Ideas, start stuff early	Professional skills

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?

1. Be Agile, completing projects on time or before deadlines.
2. Seek to thoroughly understand and fulfill project requirements to earn an A in CS 2340.

3. Collaborate with each other and communicate often to get the work done, including holding meetings/planning when necessary.

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.

1. Yingqi Chen: giving new ideas and collaborate with team members.
Finishing my tasks.
2. Rushabh Shah: Come up with designs, collaborate, and finish the tasks
3. Joshua Burer: Collaborate, communicate, and give feedback to team members. I am happy to take notes on meetings or decisions. When applicable, finish tasks assigned to me and communicating about team decisions. Eager to lead and be involved in planning & organizing work.

3. What is your timetable for activities?

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

The timetable is tentative and will be adjusted and communicate inside the GroupMe!

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

Team members are expected to be available 5 minutes before a meeting begins and to give meetings their full attention. If a team member cannot attend a meeting, they ought to make this known prior to the meeting's start time.

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

Acceptable excuse for missing a meeting or deadline would be a health issue, unacceptable excuse would be laziness, going out for fun, studying for something else.

Additional acceptable excuse: family emergencies, work conflicts.

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)?

Will keep in touch through GroupMe.

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?

No distractions or off topics will be allowed during the meeting, up to the mark deliverables with no incomplete or less work. If a meeting is designated for a specific assignment or topic, it is expected that team members will familiarize themselves with the topic beforehand.

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 all contribute and ask others about their ideas. Don't downgrade one idea because it is not right. Keep a good attitude towards each other's thoughts. Do not outright reject or criticize others' work without offering constructive feedback in return.

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?

At the beginning of sprints, we will create a plan for how work is delegated. Moving forward into the sprint, we will use version control and manage code changes through pull requests on GitHub to provide good visibility and accountability to ensure that the team is on track. We will actively communicate through GroupMe to complete assignments in a timely manner and communicate in an agile manner when requirements change.

10. What is your team's protocol for handling a team member that is not pulling their weight on the project?

What do you do if one or more team members is not pulling their weight on the team? What paper-trail will you create before reaching out to the instructor or giving a bad review?

If a team member is not pulling their weight on the project, this will be evident by a lack of responsiveness or individual work being done.

- When starting a new sprint & assigning work, we will make sure that everyone is on the same page and can agree that the amount of work assigned to every individual is fair and doable.
- Leading up to a deadline, a team member who is not pulling their weight will receive communication and be reminded about the work that needs to be done.
- If the team member's work is not submitted by the deadline, this will be visible through the lack of an approved pull request from them on GitHub.