

## Project Milestone 0: Team Formation and Topic Selection

The goal of this milestone is to form a project team, decide on a project topic, and settle down how would you like to operate as a team.

You are asked to submit a report (no longer than 2 pages) summarizing:

- **Team name**
- **Team member:** Please include the name and email address for each member of the team
- **Project topic:** Describe the topic that you team has decided to work on for the course project. You should provide some background information on how the topic you choose is related to our project theme (i.e., “pandemic”), why you are motivated to work on this topic (e.g., what is the problem/challenge that has been brought up by the pandemic), and what do you envision to do to solve this problem/challenge.
- **Team design journal:** Please create a google doc, include the link to this google doc in your report, and share the google doc with the instructor (mingyin AT purdue DOT edu) and the TA (arechke AT purdue DOT edu). This google doc will serve as your team design journal.
  - *Expectation on design journal:* You will be asked in later weeks to record what you have discussed during your weekly team meeting and what you have accomplished in each week through this design journal.
- **Team meeting schedule:** Please decide upon a weekly virtual meeting time and location (e.g., Zoom/Webex) within your team, and provide such information in your report (please specify the link to your Zoom/Webex meeting room or anything equivalent).
  - *Expectation on team meeting:* We expect each team to hold weekly meetings outside the class to work on the course project (in particular, work on the weekly team-based tasks); and you will be asked to record the attendance/discussion content and outcome of each meeting via the design journal.
- **Team contract:** Please find a time to discuss the following questions within your team and provide answers to each of the following questions in your report.
  - *Goal:* What does each member of the team want to get out of working on this project? What are your goals as a team collectively?
  - *Communication channel:* What will be your main channels for discussing about the project, beyond weekly meeting? What are your expectations regarding the timeliness of communication?
  - *Meeting routines:* Do you expect to do most of the work (e.g., weekly tasks) during or outside of the weekly team meeting? What’s your expectation of what should be done before the weekly meeting and what should be done after? How will you ensure that all members contribute to the conversations during the meetings?
  - *Design journal:* How do you plan to allocate the task of updating the design journal within your team (e.g., will there be a person who is responsible for updating the design journal or do you take turns; how do you decide in each week who is in charge of updating the design journal)?

- *Conflict resolution:* How will you handle conflicts? If any member on the team feels that something is not going right, how would they single it, and how will the team respond?