Team Agreement

Date: 23-09-2020

Team Name: Team 8

Team Members:

Aiden Burgess (Team Coordinator), Sreeniketh Raghavan, Elisa Yansun, Leon Chin, Sheldon Rodricks, Max Gurr, Peter Lindsay

Team Values:

What are the things you want to learn from this project?

- Application of software system design to a real system.
- How to effectively apply different code quality heuristics.
- Teamwork:
    - How to listen to and communicate with others effectively, especially in a large group.
    - How to incorporate everyone's opinions into a solution.
- How to refactor a system.
- How to balance work within the project with other course and real life commitments.
- Understand the benefits of and effectively use new Java features.

What are the things you want to experience in doing this project?

- Learning new skills and gaining knowledge from teammates.
- Coping with the pressures of reading bad quality code.
- Camaraderie between teammates.
- Feel more confident about designing larger systems.

What grade do you want from this project?

- A 100% final grade would be ideal, however, the team will definitely be aiming for the best project design within the cohort and an A+ grade overall.

Availability of team members:

How much time does each member plan to devote to this project in an average week?

- Although it will vary week to week, an average of 10 hours a week is expected

Do we want to designate some portion of overlapping available hours as designated project time?

- Team members are generally responsible for their own workload and when each team member decides to work on the project is flexible, as long as the assigned tasks are completed before the deadline. Sub-teams working on certain modules/parts of the project will decide among themselves when to work together.

Team Communication:

How frequently will we meet?

- The entire team aims to meet at least once a week. Sub-teams will decide their own meeting frequency and times which suit them. Additional team meetings will be organised if the team feels more communication within the team is required.

When/Where will we meet?

- Zoom for synchronous communication, Discord for asynchronous

If virtual, will we have our video on during meetings?

- Yes, if group members are comfortable doing so. Having the camera on will be encouraged to help replicate in-person meetings.

How will team meetings be run? Who will lead them? What preparation should be done by team members prior to the meeting?

- The team coordinator will guide meetings. Team members can freely add to the ongoing discussion and express their opinion.
- Team members should prepare a summary of their progress and any problems they encountered. They should also prepare questions for other team members as required.

What happens if someone on the team cannot make a meeting? Who should be notified and when/how?

- If someone on the team cannot make a meeting, they should notify the team coordinator no later than 1 hour prior to the meeting and post it in the team discord for everyone to see.
- If there is sufficient notice time, the team will try to reschedule the meeting to accommodate the missing team member. If not, then the missing team member will be responsible to keep themselves up to date by reading the meeting minutes.
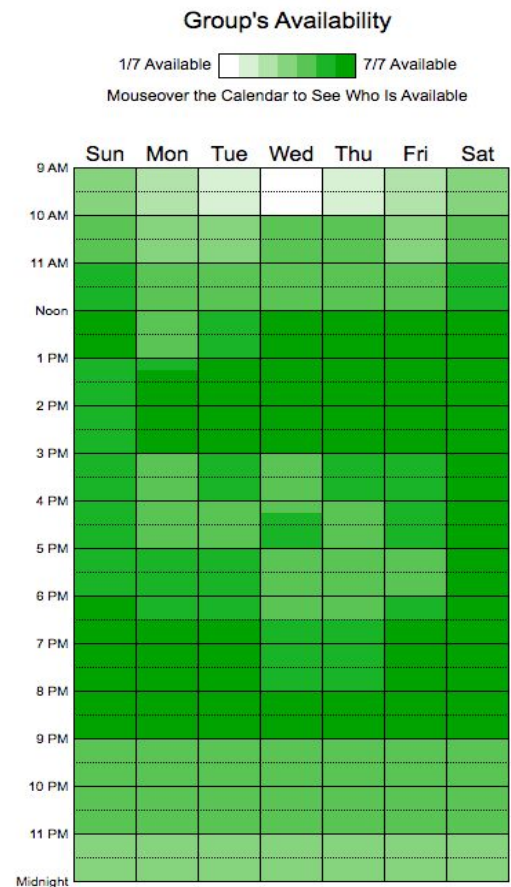
Outside of group meetings, what communication channels will be used?

- We will be using Discord for team discussion via text channels.

For each communication channel, what is the expected response time?

- The expectation is for team members to respond within 2 hours.

If someone does not respond after the agreed response time, what is the expected followup action? When and how should a lack of response be escalated?

- If a team member doesn't respond within 2 hours, an attempt will be made to contact them via Facebook or by calling their phone number. If we aren't able to contact them within 12 hours, other teammates should be allocated to their tasks depending on the task priority.

What contact information is everyone on the team willing to share (e.g. email, phone number)?

- We have shared our emails and phone numbers with each other.

Working Together:

What is the working style of each team member?

- Sheldon: Logical, analytical, linear, data-oriented
- Leon: Organized, sequential, planned, detail-oriented
- Max: Logical, analytical, linear, data-oriented
- Aiden: Organized, sequential, planned, detail-oriented
- Elisa: Organized, sequential, planned, detail-oriented
- Sreeniketh: Supportive, expressive, and emotionally-oriented
- Peter: Organized, sequential, planned, detail-oriented

How far ahead of the deadlines do we want to submit?

- 1 day

How much time do we want to leave for other members to review our work prior to submitting?

- 1 day

How will work be divided between the team members?

- The team coordinator will create and breakdown tasks with the relevant team members, dividing larger tasks into logical pieces, team members will be assigned an area to work on, and will grab tasks and finish them. When finished the person picks up another task within the same section.
- Team coordinator gets 20% less work.

How will we ensure workload is evenly distributed?

- Team members who finish early should offer to help other team members out.

- At each weekly meeting, the team will discuss what progress has been made, and who is responsible for such progress. If the team feels that a team member has an uneven amount of work, the workload will be adjusted.
- Trello (or Github board) will be maintained to ensure an equal task distribution.
- Team coordinator to equally distribute work

Delivering Status Updates:

How will we communicate project status with each other?

- On Discord, we will deliver updates on what we have completed.
- Weekly meetings where we share what we have done.

If a team member feels they are at risk of falling behind schedule or not delivering on their tasks, when should this be discussed (in what situation should we discuss)?

- A team member should ask for help immediately through discord and give details.
- When they think they won't finish on time, there's too much work or there are personal problems.

What is the threshold for communicating a risk of a delay?

- After 1.5 hours being stuck at one point in a project, or without making much progress.
- Preferably as soon as possible when the risk of delay is realised. We should definitely aim to notify the group at least 2 days before our task is due to allow time for other people to help.

If someone is having trouble completing their tasks due to the challenge of the work, how should the team handle this?

- Depending on the priority of the task, we would reallocate members working on lower priority tasks. In the future, we would consider the team members strengths when assigning tasks.

What if someone finds their tasks are much easier than expected?

- Offer to help other team members who have harder tasks once they have completed their own tasks.

Delivering Feedback:

How will we provide feedback to other members on the team?

- One on one feedback through direct messages to other team members.
- Through pull requests. (comments in PRs).
- Within each team meeting, have a feedback session where anyone can give feedback towards other members. Along with this, have an anonymous message posting forum to allow issues/points to be raised anonymously.

If there are problems on the team, how should they be discussed?

- Organise a meeting with the team and discuss the problems honestly, if something needs to change within the team in terms of roles/responsibilities then the team members try and implement these changes.

What communication channels are appropriate for discussing team issues or giving feedback on work?

- Direct Messages if one on one.
- If regarding the entire team, then Discord channel.
- To the Team Coordinator, who can then give the information on the lecturers.

Do we want to set a time to discuss how the team is functioning with the goal of improving team dynamics (see Figure 1 for an example questionnaire to facilitate such a discussion)?

- A regular question to bring up at the start of meetings.

Maintaining the Team Agreement:

How will our team agreement be maintained?

- Anonymous form to post complaints and comments team members have.

Who will maintain it?

- All group members will equally maintain the values and agreements set out in this document.

Do we want to revisit and revise the team agreement again?

- If when resolving an issue within the team, the team agreement seems to provide insufficient guidance or is not in accordance with the desired direction of the team, the agreement will be revised.

What do we do if someone breaches the agreement?

- Talk with them and come to an agreement of whether the individual should make changes, or whether we should make changes to the team agreement if it doesn't work for everyone.