

# Team Contract - T02/Group 05 (Updated Aug. 2/19)

## 1. Team Goals

- 1. No one fails in our group!*
- 2. Produce a useful and productive app that reminds students of important University calendar dates and events. The app will also allow users to add their own personal events so they can see what coincides with University events*
- 3. Each member further develops their coding abilities*

## 2. Team Roles

All team members must contribute to the code base and understand all documents submitted by the team. Other roles can be assigned to individual team members based on their strength or on a rotating basis. (Your team may start by rotating roles and then assign based on strength.)

### **Code Reviewer** Allen Shi

(Provides feedback on the quality of all code submitted to the code repository. Some require a code review before the code is added to the code repository.)

### **Project Manager** Harrison Chen

(Decides what the team will work on based on input from all team members.)

### **Meeting Facilitator** Harrison Chen

(Organizes time/ location of meetings, ensures meetings stay on track, and all team members can and do contribute during meetings.)

### **Code Repository Manager** Allen Shi

(Sets up code repository, versions code for the various deliverables, helps other team members use repository, ensures code in repository compiles and runs.)

### **Coordinator** Harrison Chen

(Follows up with individual team members to ensure deadlines will be met or if meetings or deadlines are missed.)

### **Technical Writer** Vahbiz Bulsara

(Creates documentation required for project such as README file and test document.)

### **Architect** Vahbiz Bulsara

(Manages overall design of implementation and classes and maintains class diagram and other UML documentation.)

## Detailed Roles and Responsibilities:

*Updated: Aug. 2/2019 (Currently three members, one group member dropped course)*

**Allen Shi:** After the role and responsibility reorganization, Allen will be responsible for assisting in the design of specific calendar functions. Namely, he will be working on implementing the “save event”,

and event notification functions, which will allow Vahbiz to architect other features such as the weekly view. Allen will still be acting as the code reviewer and repository manager on our team's GitHub site, and will clean up files as required.

**Harrison Chen:** After the role and responsibility reorganization, Harrison will be responsible for coordinating and organizing meeting notes, archiving designs to the team Google Drive, and handling all administrative duties in addition to existing project management and development responsibilities. This includes keeping the team on task and making sure that appropriate features and requirements are met by internal and instructor-required deadlines.

**Vahbiz Bulsara:** After the role and responsibility reorganization Vahbiz will be responsible for the architecture and design of the calendar app. She is responsible for the research, organization, and architecture of the app's backend business logic, as well as the logical layout design for the calendar GUI. Vahbiz will delegate development responsibilities to members as she requires to ensure that requirements are being met as outlined by the Project Manager.

(Specify role, responsibility in role and individuals in role)

### 3. Team Communication

First discuss the communication tools each individual team member uses in their lives on a daily basis. Then decide what communication tool you will use as a team. This may be a new communication tool or something that all team members are already using.

Team Communication Tools	Harrison Chen	Allen Shi	Vahbiz Bulsara
E-mail	Y	Y	Y
WhatsApp	Y	Y	Y
Skype	Y	Y	Y

### 4. Team Meeting Schedule

It is recommended that you set aside 2 hours each week for a team meeting. Teams are formed to ensure that most teams have a 2 hour time block where all team members are available.

**Regular Meeting Time:** Fridays (1-4 PM)

**Meeting Location:** 1) On-campus – CPSC Undergrad Lab

2) Online - Skype video calling with screen-sharing function

Standing meeting agenda: 1. Round table discussion – all members share their thoughts and challenges, a time for updates - **30 minutes**

2. Team discussion on problems identified and presented in round table discussion. - **15-30 minutes**

(eg: identify problems that need to be resolved (based on update) – 20 min)

3. Create action and execution plan - **15 minutes**

(eg: discuss/prioritize upcoming tasks – 10 min)

4. Work time - **45-60 minutes**

(eg: design work to be completed and assign to individuals – 50 min)

#### **4. Expectations from Team Members**

Prevent unnecessary conflict by setting clear expectations.

1) If you can't make it to a team meeting then send a text in the Whatsapp group chat outlining reasoning. 2) Unexpected/unannounced absences require a Whatsapp text within 2 hours of the agreed meeting time. Failure to meet either conditions as above will allow other team members to deduct marks from the absent team member as they see fit.

Team deadlines will be set internally and will be agreed upon by all team members. All deadlines and responsibilities will be communicated once again via text (Whatsapp) and/or email. All team members will contribute some working copy of their project portion at the deadline, whether it works or not.

(eg: let coordinator know as soon as you know you can't make it and ask coordinator for results of meeting)

If a member has problems completing their part of the code for the project then submit the broken code to GitHub and we will work on it as a team. No member of the team will show up to the team meeting without completing some piece of work or without some communication on the challenges they are encountering with their portion. Any member that shows up to a team meeting without any communication on their work, or shows up with no work completed can have marks subtracted off their grade by the other team members.

(eg: contact architect after struggling with the problem/code for 30 minutes without results and at least 48 hours before your share is due.)

If you haven't verbally contributed any ideas during the meeting yet then contribute your individual notes to the Google Drive project folder.

(eg: meeting facilitator will ask for your ideas during/after the meeting. Let facilitator know if this is problematic for you ahead of time.)

If you have so many ideas that you have spoken for most of the meeting then meeting facilitator will remind the member in question that ideas can also be submitted via google drive folder .

(eg: meeting facilitator will ask you to hold your thoughts and give other team members a chance to speak.)

If you see that code contributed by another team members is incorrect or could be improved then please constructively suggest a way to improve the code. All project code should be peer reviewed by at least one other person, therefore there will be ample opportunity to provide feedback to another member's work.

(eg: you'll explain why the code is incorrect and how it can be improved but the team will decide if changes are required.)

Other expectations: All our team members do not expect code to work properly the first time, so please don't hesitate to ask lots of questions or over-communicate with team members. The only time team members will subtract marks from one another is if the team member is: A) not showing up to team meetings without communication, or B) the team member is not completing work as agreed by team deadlines.

Team deadlines will be agreed upon as a team, and will be managed by the Project Manager. In any case of administrative confusion, it is the responsibility of the Project Manager to clarify expectations, responsibilities, and deadlines with the cooperation of the team.

If any team member feels like they are falling behind, it is their responsibility to let the team/Project Manager know, so that we may reallocate work and that the team member can catch back up to speed. Reallocated work will be split amongst the remaining members until the team member is back up to speed.

## 5. Signing

If any team member does not meet these expectations, this team members should be reminded of this contract and this should also be reflected in the peer evaluations.

Names of team members that have read and agreed with all parts of this contract:

_____	_____	_____
_____	_____	_____