**CPSC 481 – Human Computer Interaction. Fall – 2019**

**Team Contracts**

Team contracts ensure that students on a team discuss what their expectations and goals are before they start working. A contract helps students set guidelines and agree on consequences if those expectations are not met **before** problems are encountered. Contracts also help us as instructors to support teams that are experiencing problems.

When you submit your contracts, make sure that expectations and consequences are clear. Some examples of possible consequences:

* bringing coffee/donuts when last team meeting was missed,
* mark down in peer evaluation when coming to class or team meetings unprepared three times,
* **removal from team** after missing deadlines more than 3 times without asking team members for help.

There are four components to this handout:

|  |  |
| --- | --- |
| 1. Preparation for team contract | Fill out this sheet during your first tutorial. |
| 1. Team contract template | You can hand in a draft version of the contract to receive feedback and are expected to upload the final version to the project portfolio site. |
| 1. Team contract discussion worksheet | Use this in your first tutorial |
| 1. Examples | Some examples of policies and consequences |

1. **Preparation for Team Contract** (Based off template from Nathaly Verwaal)
2. **What do I want to get out of the team project?**

|  |  |
| --- | --- |
| 1. What do I want to learn? | Bryan: UI architecture, Wireframing, prototyping, UI mockup  Donny: UI design, prototyping (Hi fidelity and low), wireframing  Sarina: Wireframing, Programming, UI Design  Ryan: Programming, Teamwork and communication skills, UI Design (Wireframing, Prototyping, Research and development)  Sajid: UI design, Team management skills  (e.g., Programming, Game Design, Team Management, etc.) |
| 1. How do I learn? | Bryan: Diagrams and trial and error  Donny: Trial and error, example analysis  Sarina: Trial and error, Examples  Ryan: Trial and error, communication, examples  Sajid: Online guides  (e.g., Reading a Text, Watching a Video, Trial and Error, etc.) |
| 1. What are my goals for the project? | Bryan: Something I can show off to employers to show that I understand what makes a good design and how to start stages allowing us to implement those ideas  Donny: to become better at prototyping, and design  Sarina: Gaining useful skills, good grades  Ryan: To develop skills that will help me in the industry, grades  Sajid: To develop a portfolio-worthy project  (e.g., Good Grades, Attractive Game, Smart A.I., etc.) |
| 1. What are my hopes and fears about the group? | Bryan:  Hope: clear and concise ideas of everyone's task and how they’ll accomplish it  Fear: We assume that everyone understands their task but is afraid of not telling us that they don’t  Donny: good teamwork and collaboration  Sarina: I hope we have good teamwork, and good communication. Fear of poor time management skills  Ryan: fear of poor time management, fear of not pulling my own weight. I hope we develop a good relationship within each other to increase comfortability of communication within each other.  Sajid: fear: Communication issues, time management; hope: everyone will keep each other constantly updated  (e.g.,Project will take too much time, Late nights before deadlines, My ideas will be ignored, etc.) |
|  |  |

1. **What do I have to offer the team and project?**

|  |  |
| --- | --- |
| a. Previous experience (that might be useful to the team…) | Bryan: Help lead a team of engineers to build an electric car (Team management)  Experience developing android apps in kotlin and java  Web development experience with Node.js  Experience with web scraping with jsoup  Took databases class  Donny: work Visualizing Data and creating interactive data Dashboards.  Sarina: Team lead of Send It On, web development, programming  Ryan: Web development experience (front end), programming  Sajid: developed UI, embedded database, for a java app through Eclipse.  (e.g., Played the Game or a Similar Game, Programming, etc.) |
| b. Special skills  (that I can teach/coach/ contribute…) | Bryan: Node.js, Android dev, sql, web scrapping  Donny: D3/JavaScript  Sarina: JavaScript, React, Design  Ryan: HTML/CSS, React, Python, Java, conflict resolution  Sajid: Java Swing, Java, C++, use of MVC software design pattern  (e.g., Technical Writing, Conflict Resolution, Programming, Generate Ideas etc.) |

1. **My Personal Preferences and Work Styles are:**

|  |
| --- |
| Bryan: Run through may designs possible and iterate on them to get a complete idea  Donny: Read on the topic to research, then start crunching on my work.  Sarina: Go over my work with examples to get a clear idea of the topic.  Ryan: Read over possible solutions and pick the best one, and iterating on it, until it becomes complete.  Sajid: Get up to date on tasks completed by group members, and then complete pending tasks |

1. Team Contract Date: \_Sep22\_2020\_\_\_\_\_

Tutorial Section: Te am Number: F

**1. Team Goals**

|  |
| --- |
| *(e.g., get a good grade, make a visually appealing application, create a useful application, etc.)*  *Making something to wow the employers*  *Create something that might be fun to implement*  *Maybe we can run on server and make some money* |

**2. Team Roles** *(e.g., Code Reviewer, Lead, Designer, Architect, Technical Writer, Coordinator, etc.)*

|  |  |
| --- | --- |
| **Name** | **Roles** |
| Bryan: | ***Architect and Designer*** |
| Donny: | ***Designer, Design review*** |
| Sarina: | ***Designer, Architect*** |
| Ryan: | ***Coordinator, Lead, Designer*** |
| Sajid: | ***Designer, Design Reviewer*** |

**3. Team Organization**

|  |  |
| --- | --- |
| **How will you communicate?** | *(e.g., Email, Skype, Instant Messaging, etc.)*  *Microsoft teams* |
| **Where/when will you meet?** | (*e.g., On-Campus, Off-Campus, Mondays, etc.)*  *Off-campus, Mondays* |
| **How will you share files?** | *(e.g., Email, USB, Dropbox, BitBucket etc.)*  *Microsoft teams and GitHub*  [*https://github.com/BryanHuynh/CPSC-481-Project*](https://github.com/BryanHuynh/CPSC-481-Project) |
| **What operating system will you use?** | *(e.g., Scientific Linux, Ubuntu, Windows, etc.)*  *Windows* |
| **What editor(s) will you use?** | *(e.g., gedit, Notepad, etc.)*  *Visual studio code* *notepad++*  *Eclipse ide*  *Adobe XD* |
| **What editing style will you use?** | (*e.g., indentation? commenting? etc.)*  *Comment at the very end* |
| **Any additional considerations?** |  |

**4. Expectations from Team Members** *(e.g., Attend all meetings – Bring donuts after missing a meeting, Complete project task before class – Kicked out of team if not completed 3 times, Be open to contributions and ideas from all team members, etc.)*

|  |  |
| --- | --- |
| **Expectation** | **Consequence if expectation not met** |
| **Attend all meetings** | 3 strikes- democratic meeting on what will occur next |
| **To communicate if you are unsure of anything** | *It hurts the team project and communication skills with everyone* |
| **The model should not deviate from the vision** | *Have them revert and correctly complete their given tasks* |
| **Finish your tasks by the set time** | 3 strikes- democratic meeting on what will occur next |
| **Be civil with each other** | This causes major disruption in workflow with team members, if the issue cannot be resolved, the member may be removed from the group via. Team voting |

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

*All team members participated in formulating the standards, roles, and procedures as stated in this contract.*

*We understand that we are obligated to abide by these terms and conditions.*

1) Bryan Huynh Date: September 22nd,2020

2) Ryan Liew Date: September 22nd, 2020

3) Donald McEacherns Date: September 22nd, 2020

4) Sajid Choudhry Date: sept 22nd 2020

5) Sarina Zohdi Date: Sept 22nd 2020

1. TEAM CONTRACT WORK SHEET: PART 2

*Team Discussion Guidelines*

1. What does each team member want to get out of this project or experience?
   1. What do I want to learn?
   2. How do I learn – by doing, by someone else explaining, by reading
   3. Goals for the project/experience – something to do with performance that isn’t just tied to a grade (e.g., teach others, generate best new ideas, contribute to society, network, use key information, become a high performing team, etc.)
   4. Hopes and fears about the group
2. What do I have to offer others?
   1. Previous experience that might be helpful to the members of the team
   2. Special skills that I can teach others or coach others to use (e.g., excel, finance, marketing, consensus building, project management, etc.)
3. What are my Personal Preferences/Work styles? For example:
   1. Great editor, lousy writer / Creative thinker
   2. Need to read material before talking about it
   3. Prefer to talk or brainstorm before reading
   4. Communicate best in person / Prefer e-mail to telephone
   5. Want to do individual work before team thinking sets in
   6. Prefer group discussion before developing my own position
   7. Annoying habits that I have that I will try to limit...
   8. What really annoys me but I will try to overcome or tolerate...
4. Discuss your specific expectations for the performance of:
   1. The team with regard to its project or task
   2. Each individual team member
5. Reach consensus on the team’s goals and expectations and write them in measurable, performance-based terms.
6. Decide on the procedures that the team will use to communicate and manage itself.
   1. Include procedures to be used in the event that a team member’s performance falls outside of the expectations (either exceeds or fails to meet minimum expectations).
   2. Focus on both task accomplishment and team dynamics (e.g., rewards, feedback, oral and/or written warnings, managing conflict, etc.).
7. Identify the team’s policies, rules or norms: the behaviors that constitute grounds for initiating each procedure. For example, a rule might be to attend all team meetings. An oral warning may be given to a member who misses a team meeting without prior notification.
8. Discuss the roles that will be needed in order for the team to function and communicate well (process roles) and those that are necessary to complete the project (task roles). When appropriate, identify and assign specific roles.

# Some examples

The ground rules for our team are:

* Come to all classes and be on time
* Come prepared and ready to participate in the team
* Listen actively to what others have to contribute
* Be supportive of the efforts and initiatives of others
* Criticize ideas, not people
* Avoid disruptive side conversations, cellphone calls, etc.

We agree that the consequences for failing to follow the above ground rules are:

* If a team member is unable to attend a class, s/he will notify the team ahead of time.
* If someone on the team is not paying attention during a team in-class assignment or assignment (e.g. not listening; texting or emailing), other team members will point this out and s/he will immediately give his/her full attention to the task.
* If someone on the team is being too critical or otherwise unsupportive, other team members will point this out and s/he will make efforts to watch my words and interactions.