COMP 3020 Project Milestone 0: Team Contract

Presented to: Dr. Patrick Dubois
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By: Team 27
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Q. What does each member of the team want to get out of working on this project? Is everyone here to accomplish the same thing? What are your goals as a team collectively?

    a. Each member of the team wants to learn how to function collaboratively. This includes learning new technology and how to distribute work among peers.
    b. The team is committed to creating a great, user-friendly interface at the end of this project and submitting our product within the deadline without using any late days.

Q. How will you communicate? What are your expectations regarding the timeliness of responses to emails / forum messages?

    a. All communication will be done through discord. We expect group members to respond within 12 hours, or later with reasonable excuses.
    b. We intend to design a communication system so that information is referred to all group members in a timely manner.

Q. What do you expect team members to do prior to each meeting?
    a. The most important thing each team member must do prior to the meeting is to be prepared. This includes finishing all delegated tasks, reading through lecture and assignment document, write down idea or concern before each meeting. We believe that meetings are all about problem solving and discussion.

Q. How are you going to structure the work? When will you meet? What process will you use to assign the responsibilities?
    a. Works will be subdivided into small tasks and tasks are then assigned to group member. Each task will contain a description, a date the task was assigned and a deadline.
    b. Meetings will be on Friday class time every week, meeting minutes will be posted on the corresponding discord channel, labelled using the milestones. Any other meetings will be scheduled as needed and an announcement will be published on discord 5 days before the meeting date.
    c. We intend to divide our responsibilities based on our team expertise and their capability (considering people have different workloads). Each member must ensure that they complete the task and report (through discord) about any concern or issue.

Q. How will the deliverables be submitted? Do you expect all members of the team to have a chance to vet the submission before it goes out? When should the writeup be ready for everyone to review?

a. The deliverables will be submitted by an assigned team member through UM learn.

b. All members will be given a chance to review the submission on the discord channel within a time member

c. The write-up will be available, preferably 1 week before the deadline, for reviewing and is only submitted when a consensus is reached.

Q. How will you deal with surprises? What should an individual do when they have a hard time delivering on something they promised either because it was harder than expected or because of an unexpected life event? How will the team respond?

a. We try to make the submission ready for review 5 days earlier than the deadline. Should an unexpected situation arise, we would have sufficient time to react and replan.

b. If an individual is having a hard time delivering, they should notify the group as soon as possible.

c. We will try to re-distribute the workload among other members to accommodate for unexpected life events. In case the task given was harder than expected, we would try to extend the deadline and provide resource so that the task can be made easier.

Q. How will you manage turn-taking? How will you ensure that all people contribute to the conversations? How would you ensure that decision making is thorough yet expedient?

a. One person will chair the meeting and decide who will get to speak. Another person will do the meeting minute.

b. The person who chairs the meeting will make sure that everyone has a chance to speak. A question is given, and the chair will ask everyone for their idea.

c. Decision is made through a consensus procedure. We will make sure everyone understands thoroughly what decision is being made and why it should be made and address any concern before the decision is finalized.

Q. What are your expectations around the attitude of team members in the weekly meeting, and how you should respond to each other's ideas?

a. We hope that everyone will be willing to contribute and excited about the topic in general. We try to create a positive environment with minimum tension so that people can express their ideas without hesitation.

b. We will be as constructive as possible, that is, we will try to build on team members' ideas. We refrain from outright rejecting someone's idea without carefully considering it.

Q. How will you handle conflict? If any member on the team feels that something is not going right on the team, how would they signal it? How will the team respond?

    a. Should a conflict arise, the team needs to sit down and talk. Most conflicts exist because of miscommunication and misunderstanding. We believe that if we spend some time elaborating our ideas, we can create a mutual understanding and therefore, resolve the conflict.

    b. If something is not going right, a team member can directly make a communication on discord.

    c. In case of a member raising a concern, the team will take a step back to consider the issue in question and take action to resolve it. This includes redistributing workload, replanning or seeking external (permitted) help.

Q. What team roles do you think are necessary for the success of your project? Who will be assigned which team role? Consider each team member's strengths and weaknesses, and how team roles can help everyone learn or capitalize on their strengths.

    a. Team roles that are needed are:

        + Project leader: manage team activity and distribute tasks to other members.

        + Recorder: Keep track of meeting minutes and task related documents.

        + Organizer: Manage conversation flow during meetings, ensure everyone contributes ideas, organize task related documents.

        + Developer: Some one who is familiar and skilled in some domain in the project, responsible for answering technical concerns.

    b. Team role assignment is as followed:

        + Project Leader: Tano (Khuc)

        + Recorder: Fengfan (fyfe)

        + Organizer: Nishan

        + Jas (Jaskaranjot)