

# Team 16 Contract

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## 1. Team Vision and Goals

**Team Vision** "We strive to function as a resilient and agile three-person unit that prioritizes a polished, functional core over feature bloat. Our goal is to meet all milestone requirements with a stable product we are proud of, ensuring that we manage our limited capacity by validating quality before expanding scope. We aim to build something we do not hate."

### Core Values

- **People:** We value complete transparency and honest, respectful feedback. We practice "constructive friction" where we challenge ideas rather than blindly agreeing, while ensuring a judgment-free zone for brainstorming. We prioritize psychological safety.
- **Learning Progress:** We aim to balance innovation with stability. We will use this project to experiment with new technologies while practicing and reinforcing strong engineering fundamentals.
- **Project Outcomes:** We prioritize stability and functionality. A complete, working product that meets requirements without breaking is valued higher than a complex product that is buggy.

## 2. Expectations on Meetings

### Cadence & Attendance

- **Weekly Standup:** We hold a formal standup every **Sunday around 8:00 PM** on Discord Voice.
- **Attendance Policy:** Attendance is mandatory. If a member cannot attend, they must provide their input or status update in the chat *before* the meeting starts, or propose an alternate time.
- **Mid-week Check-in:** An optional check-in (text or voice) will occur on Wednesdays depending on workload.

### Preparedness

- Members must arrive prepared. Pull Requests (PRs) should be ready to submit *before* the meeting begins.
- Members must be ready to demo what they have built to the group.

## Engagement

- Active participation is required. Members must pay full attention during demos and are encouraged to ask questions.
- Voice chat is sufficient (video not required).

## Minutes & Documentation

- Formal minutes are not required. Key decisions or urgent notes will be documented via a message in the Discord `#important` or `#updates` channel to ensure a written record exists.

# 3. Expectations on Communication and Collaboration

## Communication Protocols

- **Frequency:** Discord must be checked regularly (notifications enabled). Members are expected to reply within a reasonable timeframe (generally within 8 hours).
- **Channels:**
  - `#general`: Logistics and casual discussion.
  - `#updates`: Specific work-related updates (daily/weekly).
  - `#important`: Documents, deadlines, and critical links.
- **Conflict Resolution:** Decisions are made by vote. With three members, a majority rules (no ties). Once a decision is voted on, the team commits to it ("Disagree and Commit").

## Collaboration Behavior

- **Discussion:** We value input from everyone. We will explicitly ask for thoughts from all members before moving on from a topic.
- **Interruptions:** Interruptions should be minimal, especially during demos, unless relevant to the immediate point being shown.
- **Rejection of Work:** Work (PRs) can be rejected if it is not filled out properly, is too large, targets the wrong branch, or does not align with the current structure/purpose.

# 4. Expectations on Distribution and Delivery of Work

## Task Definition & Assignment

- **Tooling:** GitHub Projects is the official source of truth for tasks.
- **Assignment:** Tasks are assigned during the Sunday meeting or claimed via chat during the week.
- **Updates:** When picking up a task, members must assign themselves on the board and move the item to "In Progress" (or announce it in `#updates`) to prevent duplication.

## Workflow & Quality Control

- **Branching:** Members must pull from `develop` every Monday to create fresh feature branches.
- **Merge Strategy:** We utilize a "First PR Wins" strategy. If a merge conflict arises, the person submitting the later PR is responsible for rebasing and integrating their changes.
- **Refactoring:** Major refactoring requires prior notification in chat to ensure no one is working on those files.
- **Quality Accountability:** PRs require approval from **both** other teammates to be merged.
- **Workload:** While Sunday discussions determine the workload, it is the individual's responsibility to pull their own weight and contribute meaningfully.

## Completion & Blockers

- **Deadlines:** Tasks assigned for the week are expected to be done by Sunday.
- **Blocking:** If incomplete work is blocking others, it must be finished immediately or handed off to another member to complete.

## 5. Commitment to Avoid Inappropriate Behavior

The team is committed to a professional standard of conduct. Specifically, we define the following as inappropriate behavior which disrupts the team dynamic:

- **Communication Negligence:** Ignoring direct questions, failing to acknowledge messages within the expected timeframe, or repeatedly failing to review pending Pull Requests (PRs) is considered inappropriate behavior as it blocks team progress.
- **Internal Competition:** "Competing" within the team is strictly not permitted. This is defined as re-doing work in place that another member has already claimed, creating duplicate methods rather than communicating, or ignoring another member's contributions.
- **Destructive Actions:** Deleting or overwriting another member's work without permission or discussion is strictly forbidden.
- **Failure to Integrate:** Refusing to integrate others' work into the program or hoarding code is considered a violation of team trust.

## 6. Resolution Strategy and Non-Performance Consequences

**Context** As a reduced team of three, we cannot afford to lose further members. Therefore, "firing" (removal from the team) is not a viable option. Resolution strategies focus on course correction and grading consequences.

### **Level 1: The Gentle Nudge (First Occurrence)**

- **Action:** A general message will be posted in Discord highlighting the missed expectation (e.g., "Remember, we need to update the board").
- **Approach:** This will be framed as a team reminder, not calling out the specific individual.
- **Responsibility:** Any team member can and should initiate this.

### **Level 2: Direct Addressing (Repeated Issues)**

- **Action:** If the behavior continues, the issue will be addressed directly with the individual in Discord.
- **Consequence:** Continued non-performance will be formally noted in Peer Evaluations and brought to the attention of the Professor and TA, directly impacting the individual's grade.

### **Level 3: Isolation (Severe/Persistent Non-Performance)**

- **Threshold:** This level is reached if severe problems reoccur or if the individual refuses to contribute after Level 2 interventions.
  - **Action (Firing Clause Substitute):** The team may stop assigning new work to that individual to protect the project's stability.
  - **Result:** The individual will fail to generate evidence of contribution, resulting in a loss of marks for both the individual portion and the team component of the Capstone grade.
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#### **Signatures**

