Milestone 1 Team Contract

Team 18: Jimi Ademola, Priyansh Mathur, Tawana Ndlovu,
Erem Ozdemir, Sam Sikora, Alex Taschuk

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1 Our Team's Vision and Goals

Going into this project, we wanted to make something that everyone in the team would be able to appreciate by the end of the year. We understood that to complete the app, we would need to work as a team that supported each other and communicated frequently. This meant leaving helpful comments on code reviews, ensuring that everyone knew what was expected of each other, and taking on as even a workload as possible.

2 Expectations

2.1 Meetings

We all meet in person once a week to discuss our current individual in-progress tasks, what our personal goals and teams' goals are for the upcoming week(s), issues that are currently open, issues that may need to be created, and to brainstorm new features and ways that we can improve our app. During in-person meetings, we make sure that everyone is given equal opportunity to talk and/or ask any questions that they may have.

Everyone is expected to know ahead of time what they are currently working on, and, if they have any tasks for the upcoming week(s), what those tasks are. If someone needs guidance on what their next task should be, we talk as a team to figure out what they can do.

During these meetings, we will often use a whiteboard to take notes or visualize ideas, but one person in the team will take notes during the meeting if necessary.

2.2 Communication and Collaboration

2.2.1 Frequency of Communication

Everyone is expected to be regularly active in the group chat and participate in conversations about the project.

2.2.2 Communication Behavior

As a team, we give everyone equal opportunity to speak during in-person meetings. In-person and online, we treat each other with respect and provide constructive feedback, comments, and criticism when necessary. When we receive feedback on our work, we give genuine consideration to what our teammate has said.

2.2.3 Channels for Discussions

In addition to weekly in-person meetings, we frequently communicate in a group chat to discuss day-to-day items, let teammates know when they've been assigned a pull request (PR), and get input from each other on bug fixes and features in the process of being implemented.

2.2.4 Collaboration Process

Each member of the team is expected to put an equal amount of effort and work towards the project. We understand that individual workload outside of this course may vary throughout the semester, and that the complexity of tasks will vary. Given this, it is expected that on a semester-long timeline, each member is contributing a "fair" amount to the project.

If at any point during the semester a member is overloaded with work and cannot contribute as much for 1–2 weeks, they should communicate this so that workload allocation can be adjusted.

PRs are expected to be thorough but concise. Before merging to a parent branch, two teammates will review the code. If larger team discussion is needed, the issue may be deferred to the next in-person meeting.

Everyone is expected to review a similar number of PRs, and PR authors should assign reviewers evenly.

2.3 Distribution and Delivery of Work

2.3.1 Defining Project Tasks

Project tasks are defined in the GitHub Issues tab of our repository. When an issue is created, the title and description must accurately represent the goal of the issue and include any additional context needed for any team member to understand it.

All relevant fields (Assignees, Labels, Type, Projects, Relationships, etc.) should also be filled out.

When the status of an issue changes, the assignee should update the Status field accordingly.

2.3.2 Managing and Tracking Tasks

We also maintain a project board where issues can be viewed and sorted by status, assignee, development area, etc. When a new task is created, the author may assign themselves, or leave it open for anyone to self-assign.

2.3.3 Staying Aware of Others' Work and Avoiding Overlaps

Frequent communication ensures that all team members stay aware of ongoing work and prevents accidentally overlapping, undoing, or redoing work.

2.3.4   Accountability of Task Quality, Quantity, and Completion Time

Because each member is expected to contribute evenly, the quality of work should also be consistent. While experience levels differ, we still maintain a standard of well-written, efficient code and concise documentation.

3   Resolution Strategy

3.1   When an Issue Occurs for the First Time

3.1.1   Documenting the Issue

If an issue with a team member has only occurred once, and it is not serious, we do not feel documentation is necessary. For serious issues, documentation will occur in a dedicated Discord channel. If the issue happened in the team group chat, it will be screenshotted. Otherwise, any team member may write a description including when it happened, what occurred, and why it is an issue.

The team will bring up this issue during the next all-team meeting. The group will collectively decide the expected change and whether the issue is severe enough to share with the teaching staff.

3.1.2   Who Will Document the Issue

Any team member may document the issue in the Discord channel. If someone is uncomfortable writing it, they may bring it up in a team meeting, but afterwards it must still be logged in the channel.

3.1.3   The Expected Change

We will discuss the issue as a team and outline actionable, measurable changes. Expectations for behavior change and the timeline will be logged under the same issue in the Discord channel.

3.2   When an Issue Repeatedly Occurs

3.2.1   Documenting the Repeated Issue

Repeated issues will again be logged in the Discord channel. Screenshots will be captured if the issue occurred in the team chat. Context and descriptions will be included, along with documentation of previous conversations about the issue.

Additionally, repeated issues will be communicated to the teaching staff through email and team logs. This signals that the situation is becoming serious and must change soon.

3.2.2   Who Will Document the Repeated Issue

Anyone may document the issue, either directly in the channel or by bringing it up in a meeting to be logged afterward.

3.2.3 The Expected Change

We will discuss with the member why previous changes failed, why the issue persists, and what improvements are expected. The member must provide a valid reason for the repeated issue and the steps they will take to prevent further recurrence.

3.2.4 Executing the Firing Clause

The firing clause is a serious action. If a member is not committing to required changes and repeatedly causing issues, the team may discuss firing during an all-team meeting. Unanimous agreement is required. The member must have received a prior warning that their actions may lead to firing, except in severe circumstances.

4 Member Signatures (Printed)

- Jimi Ademola: Jimi Ademola, 11-29-2025

- Priyansh Mathur: Priyansh Mathur, 11-29-2025

- Tawana Ndlovu: Tawana Ndlovu, 11-30-2025

- Erem Ozdemir: Erem Ozdemir, 11-30-2025

- Sam Sikora: Sam Sikora, 11-29-2025

- Alex Taschuk: Alex Taschuk, 11-29-2025