

# COSC 499 Team 19 Contract

## **Team Vision and Goal:**

We strive to function as a team that produces a project we are proud of and can include in our resumes and portfolios. Our goal is to work collaboratively and deliver a complete, functional, and well-designed system. In addition, we aim to receive strong and passing grades while maintaining a positive, supportive team environment.

## **Meetings:**

1. Weekly meetings (virtual) on Mondays at 9:30 AM.
  - a. If a member can not attend, they must inform the team ahead of time and review meeting notes on their own before Wednesday.
  - b. Each meeting ends with:
    - i. Reviewing progress in line with milestones
    - ii. Clear understanding of tasks for the week
    - iii. Updating the Kanban board
2. Mid-week update discussion after or before Wednesday check-in, depending on the order the check-ins are completed.

## **Communication and Collaboration Process:**

1. During meetings, we discuss each member's work, discuss improvements, and request feedback or second opinions before making decisions.
2. PRs must include a brief description explaining their purpose. Members must assign themselves to their PRs, but reviewers should only be assigned when the PR is ready for merging. The Kanban board must be updated as each member completes their assigned issues of the week
3. Members should actively participate in Discord discussions and communicate if they are unavailable, including when they expect to return.
4. We maintain open, respectful communication and avoid interrupting, dominating discussions, or dismissing suggestions without explanation.
5. Collaboration Guidelines:
  - a. No unassigned work
  - b. No work outside the sprint scope
  - c. No overriding or redoing another member's work without discussion
  - d. Follow the workflow: GitHub Issues → Branch → PR → Review → Merge

**Distribution and Delivery of Work:**

1. All project tasks are tracked in the GitHub Kanban Board under Issues. By the end of each meeting, issues must be updated, moved to the correct column, and labeled with the correct weekly deadline.
2. Members pick up tasks by assigning themselves to Issues on GitHub. Before starting work, members must check who is already assigned to avoid overlap. If two tasks overlap or depend on each other, the involved members must coordinate before proceeding.
3. Accountability
  - a. Members must issue PRs by 6 PM on Saturday
  - b. If stuck, ask for help within 24 hours instead of waiting until the next meeting
  - c. Members should communicate in advance if they're having a busy week

**Statement on Commitment to Avoid Inappropriate Behavior:**

1. We commit to maintaining a professional, respectful, and productive team environment.
2. We communicate constructively and respectfully
3. We hold ourselves accountable for deadlines and task quality
4. We avoid any behaviors that disrupt the team, including disrespect, ignoring communication, or withholding cooperation
5. Conflicts will be addressed directly, calmly, and respectfully
6. We support each other and maintain a positive working dynamic throughout the course

**Other Ground Rules:**

1. PR Submission Window: Pull requests should be submitted by 6 PM on Saturday to allow ample time for review, changes and team log writing
2. Busy Weeks: If a member anticipates a heavy workload, they must communicate it early (preferably at the Monday meeting) and adjust task commitments accordingly
3. Responsiveness: Members should respond to team messages within 24 hours, unless previously communicated otherwise

**Resolution Strategy:**

1. Case: Sickness
  - a. Documentation: A note in Discord or the group chat acknowledging the situation
  - b. Who documents: The affected member
  - c. Expected change: The member updates the team with when they expect to return and ensures their tasks are reassigned or postponed as needed
2. Case: Tardiness / Missed Responsibilities
  - a. Team discussion with the member regarding the issue
  - b. Expected change: The teammate commits to improved punctuality or responsiveness, clear communication, and demonstrates improvement within one week
3. Case: Severe or continued problems
  - a. If issues persist or if the member's behavior harms the project, the team will discuss executing the firing clause with the instructor and follow the course policy

**Names and Signatures:**

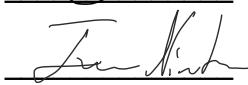
Adara Putri



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