

Team 3 Contract

Team Vision:

We strive to function as a cohesive, accountable, and high-performing team that delivers a meaningful and high-quality software solution. Our vision is to consistently collaborate with professionalism & mutual respect.

Team Goals:

1. Deliver a high-value, user-centric solution that meets or exceeds the course requirements and client expectations.
2. Achieve strong academic performance through consistent quality of work, deadlines met, and thorough documentation.
3. Maintain a healthy, supportive team environment where communication is clear, expectations are transparent, and everyone contributes fairly.

Expectations on Meetings:

- **Punctuality and general attendance:**
 - All team members are expected to join meetings on time, whether online or in-person.
 - If a member anticipates being late or unable to attend, they must notify the team at least 30 minutes to 1 hour in advance, unless there is an unforeseen emergency.
 - Consistent attendance is essential for maintaining flow, understanding project direction, and reducing miscommunication.
- **Preparedness before or arriving at the meeting:**
 - Everyone comes prepared knowing the agenda of the meeting and current sprint information, GitHub issues, or PRs .
 - Members must join meetings prepared with:
 - Knowledge of the meeting agenda
 - Updates on their current sprint tasks
 - Blockers or questions they want to raise
- **Engagement during the meeting:**
 - Members must remain engaged: participate in discussion.
 - Active participation is expected: giving feedback, asking questions, and supporting collaborative decision-making.
 - Side distractions (phones, unrelated conversations) should be minimized so we all stay on agenda.
- **Minutes (note taking):**
 - Having detailed meeting notes during each meeting which includes:
 - Agenda
 - Key decisions
 - Diagrams (pictures or digital sketches)
 - Assigned action items with deadlines
 - A rotating note-taker system ensures every member documents meeting minutes at least once.

- Notes must be posted in the shared space (Google docs, shared in whatsapp group) **within 24 hours**.
- Any white board drawings we make in the meetings, should be shared in the Whatsapp group

Expectations on Communication and Collaboration Process:

- **Frequency of Communication:**
 - For urgent upcoming deadlines, meet when necessary.
 - Discussions quickly happen after class on what needs to be done for the sprint.
- **Communication Behaviour:**
 - Everyone should stay respectful towards others' opinions and value their concerns.
- **Channels for discussions:**
 - WhatsApp GroupChat - main communication group.
 - WhatsApp PR Group Chat - for updates on PRs and updating each other.
 - Google meet for the team meeting when online.
 - Booked rooms on campus for in person meetings.
- **Collaboration process:**
 - Subgroups are formed when there are huge tasks and need more people, whatsapp groups are created for those subgroups.
 - Utilize class times for more discussion.
 - All the decisions made in a subgroup should be communicated clearly in the whole group chat, so everyone is on the same page.

Expectations on Distribution and Delivery of Work:

- **Where project tasks are defined:**
 - GitHub Project Board and GitHub Issues are our major sources for task definitions, deadlines, and status.
 - The team will use our work breakdown structure, ensuring tasks are well-scoped and understandable.
- **Process for picking up tasks or knowing who is currently working on which tasks:**
 - Members discuss tasks during meetings and assign themselves on GitHub.
 - Every task must have an assigned owner before work begins.
 - Members are responsible for updating task status consistently to reflect progress.
- **Protocol to becoming aware of each other's work and avoiding overlaps, undoing someone else's work, or redoing someone else's work**
 - Avoiding overlaps : Create draft PR once a given task is in progress and it's almost ready to be merged. This signals ownership of related tasks.
 - Undoing work : Explain & communicate with member (author) whose work you're undoing before making changes that reverse or alter their work.

- Redoing work : Clearly document rework in PR ticket description, explain the reason, and link related issue
- **Accountability of task quality, quantity, and completion time**
 - Take accountability for our own decisions/PRs.
 - Keep offline discussion off of PRs. Do not refer to offline discussions but talk about technical reasons behind implementation.
 - Do not tag the TAs for PRs.
 - When tagging someone else on a PR, the other member should be aware beforehand of this and should agree to it.
 - When two or more members collaborate on a task, credit should be assigned fairly, with all contributors tagged only if the members agree to it.
- **Review PRs**
 - Each member is expected to review at least one PR before Saturday each week.
 - When submitting a new PR, the member must review another teammate's PR as well.
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Resolution Strategy

- Conflict should be handled in a respectful and cordial manner. If a disagreement or issue arises, the first step is to engage in a one-on-one conversation with the member involved in a calm and solution-focused way. This allows both sides to clarify misunderstandings and work toward a mutually acceptable resolution.
- If concerns remain after this discussion, the member should bring the issue forward during a group discussion or through the team's communication channels so the entire team can provide input and help mediate.
- **How it will be documented:**
The issue will be briefly documented in the meeting notes or a shared conflict log, including a factual description of what happened.
- **Who will document it:**
The whole team will record it.
- **The change expected by the teammate (both behaviour and timeframe):**
The expected behaviour change will be clearly communicated to the teammate, along with a reasonable timeframe for improvement (for example, by the next meeting or within the current sprint).

When something goes wrong repeatedly:

- If the conflict continues or begins to negatively impact project progress, timelines, or team morale, the issue will be addressed formally in a team meeting. During this meeting, the team will openly discuss the behaviour, its effects on the project, and possible solutions.
- If no consensus can be reached, the team may hold a vote, and decisions will be based on majority agreement.

- **How it will be documented:**

- All recurring issues or unresolved conflicts will be recorded—either in meeting notes or a shared team document—so expectations and discussions are transparent.
- Documentation should include the nature of the issue, steps taken to address it, and agreed-upon changes.
- If the issue escalates or cannot be resolved within the team, we will bring the matter to higher authorities by consulting the TA or instructor for support, guidance, or intervention when needed.

- **Who will document it:**

The whole team will take responsibility for documenting recurring issues, with input from affected members if needed.

- **The change expected by the teammate (both behaviour and timeframe):**

A more specific improvement plan will be communicated, outlining exactly what must change and the deadline for demonstrating consistent improvement.

Names and Signatures of Members

1) Afua Frempong 

2) Karim Jassani 

3) Vanshika Singla 

4) Karim Khalil 

5) Shreya Saxena 

6) Oluwadabira Omotoso 