

Team D Contract

Goals:

- Gain experience working as a relatively big team, learn how to collaborate with team members effectively through using Github, and help each other improve code quality by giving each other feedback
- Gain experience working with databases and make a database-backed software
- Become more comfortable with the tools used in class and make an interesting product using these tools
 - Github: Get used to working in a team using Github
 - Python: Learn how to use Python to deal with datasets
 - CSS: Learn how to CSS to style HTML documents
 - HTML: Learn how to use HTML to make a software
- Try our best to get “Exceed Expectations” for every group deliverable

Strengths:

Shoko	<ul style="list-style-type: none">- Relatively good at finding bugs- Good listener- Flexible
Daisuke	<ul style="list-style-type: none">- Very accessible- Probably most experienced in CS in general, so can help our team write efficient and well-structured code
Jake	<ul style="list-style-type: none">- Figuring out the mechanics of what I want to do in code (pseudocode type stuff)- Good at working as part of a team
Charlie	<ul style="list-style-type: none">- Have previous experience coding websites with databases and github- Flexible

How will we capitalize on the strengths of each member:

Since Daisuke is more experienced with CS, he can help everyone else if need be in a manager role. As a manager, he will help other team members write readable and efficient code and improve their code quality. Shoko will be in charge of sending out emails and contacting team members or Anya when in need. She will set up meetings and make sure that everyone gets a reminder of the place and time of the meeting. Charlie has previous github experience so he will be in charge of managing our repository and making sure everyone else understands what to do in terms of git. Jake is good with coding mechanics so will be in charge of preliminarily testing new functions in python and figuring out how to code them. We may switch roles as the term goes on to better fit everyone’s strengths and weaknesses. These roles are really just guidelines for us to start off with.

Rules:

1. We will meet at least once a week in person (ideally twice). If some team members can not make it, we will use Zoom. Each meeting will take between an hour and a half to two hours, depending on how much discussion is required (place: Olin 308, time: predetermined).
2. There are no specific roles assigned to each member, but each member should take notes as needed and facilitate discussion.
3. We will communicate via *Messages* and check in once a day. If a team member hasn't been communicating, we will catch them in class and have a conversation to sort things out (try to be flexible and respectful).
4. If we have a disagreement, talk it out and see if we can incorporate everyone's ideas as much as possible. If we struggle to make a decision, we can take the majority rule, but we want to avoid it as much as possible.
5. Each team member will be responsible for a specific task, and we will distribute the work evenly based on each team member's interests. We will check and give feedback to each other to ensure that everyone will be keeping up and that all the jobs are completed before deadlines.
6. There will be no specific hour expectations for everyone to spend on their part, but each team member will be required to complete their part of the assignment fully. If the workload proves to be too heavy, we will redistribute the work between team members and help each other.
7. We will contact each other if plans change or things are going poorly. We will try to stay respectful of each other and ensure that nobody will be afraid to ask for help.
8. If someone isn't doing their part, ask them what's going on before going to Anya. We will
 - Try to be sympathetic
 - Try to be flexible
 - Try to listen actively to each other
9. Keep in mind that everyone has their personal life and be respectful and understanding.

Schedules (writing down when we're free):

This is instead of scheduling a weekly or periodic meeting since that is usually difficult. We can use this to help schedule meetings in the future since we'll know when everyone is generally available.

	Charlie	Daisuke	Jake	Shoko
Monday	Afternoon, night	Anytime except 1a,3a,5a	5a, 6a, after 8:00	Afternoon, night
Tuesday	All morning, night	Not 2b	Before 11:30, after 2	Night
Wednesday	Afternoon, night	Anytime except 1a,3a,5a	After 4a	Afternoon, night
Thursday	All morning	Not 2b	Before 11:15, 2-4, after 5	

Friday	All afternoon on	Anytime except 1a,5a	After 3a	9:30-12:00, Night
Saturday	All day	None	Before 3	Anytime
Sunday	All day	All day	Before 2, after 7	Anytime

Contact info:

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- Shoko: 507-321-1147, ishikawas@carleton.edu
- Charlie: 443-608-3605, neyc@carleton.edu