

## Starting Team Contract Activity

1. What are the goals of our team? What do you, as a team, want to gain from this project experience? What goals and skills do you want to attain and/or hone? Start your contract with a goals statement.
  - We'd like to create a website that we're all proud of and of quality that could be presented on a resume, and we'd like to feel confident with using the skills and tools which are required to create such a website.
  
2. What are the strengths of our team and its members? Individually, think about the strengths you bring to the project. These could include technical strengths ("I am really good at finding bugs in code", "I organize my code really well", "I can find answers very efficiently by searching") and broader life skills strengths ("I take excellent notes", "I am an excellent listener", "I like to find and build consensus when there's disagreement"). If you already know some of your teammates and/or have worked with them previously, feel free to add to their strengths. List these out for each team member in your contract.
  - Christian has a strong math background, good at critical thinking skills and understanding the logic behind the code.
  - Mitchell has skills with debugging and looking closely at the code to find potential errors/inconsistencies

- Ben has superb organizational skills and can think about our project with a big-picture perspective.
- Andreas has good foresight, with strong and creative ideas of what the project could become, but with thoughtful attention to detail.

3. How will we capitalize on the strengths of each member? Think about your team goals and how each person might contribute to achieving them based on their strengths. Does assigning roles make sense for your team, or perhaps rotating roles? Note that exact roles and responsibilities will likely change over the lifetime of this project, and that's ok.

- I doubt that we will need to assign concrete roles to anyone. We'll just see who would feel most comfortable working on which parts of the project when we get into the implementation and adjust roles if needed.

4. What are the rules that will guide your team? Specifically:

- When will your team meet? What time, how often, for how long, where?
  - i. We're all free on weekdays (other than Thursday) 5-9, and we all have mostly free weekends. We will meet whenever convenient for everyone.
- What roles will members take on in your meetings? Is someone responsible for setting agendas, taking notes, facilitating discussions, etc?

- i. Situational, depends on what we have been working on and where we want to focus our attention.
- How will you communicate with each other? (to share work, to ask questions, notify the group if someone is running late or if someone will miss a meeting, etc)
  - i. We will create a text group chat to notify the group of any delays or scheduling conflicts as well as communicate about steps of the project
  - ii. Christian 513 668 4884
  - iii. Andreas 515 808 1355
  - iv. Ben Turner 802 458 2377
  - v. Mitchell Anderson 720 415 5214
- How will you make sure communication stays respectful? (How does your team define "respectful"?)
  - i. Just be clear and courteous, standard etiquette.
- What are the rules for dealing with a teammate who hasn't been communicating? How frequently should team members communicate / check in?
  - i. Team will use texting communication for organizational/logistics stuff, debrief in in-person meetings during the week.
- What technologies will you use to support team meetings and work? (Google Drive, Hangouts, Zoom, Facetime, etc)
  - i. We can meet in person, unless prevented from doing so.

- How will you make decisions? (Unanimous, consensus, majority rule, by assigned roles, rock-paper-scissors, etc.)
  - i. I foresee that everything can be determined by consensus. But worst-case scenario, rock-paper-scissors for sure.
- How will you divide the work?
  - i. Divide work according to preference so that people can work on tasks they have strengths in, everyone's contributing meaningfully to the project
- How will you ensure that everybody participates meaningfully? How will you make sure that everyone's contribution is valued?
  - i. By dividing the work effectively, giving everyone tasks that are both critical and essential to the completion of the project.
- What expectations do you have for satisfactory participation? (How much time will each group member spend per week on project activities?)
  - i. Roughly as much time/effort/contribution per week as everyone else.
- What process will you follow if someone does not live up to their responsibilities and/or meet the standards for work set by the team?
  - i. Clear communication, tell them that we expect more from them.
- How will you address conflict or deal with disagreements within the team?
  - i. We will ameliorate any issues in our group through thoughtful discussion.