

Team Contract

1. Team Goals

Finish the project by next week and, if time permitting, make a javaFX version.

Create a fun and interactive adventure-based game. Build a functional interface that incorporates elements from classic escape-the-room games. (e.g., get a good grade, make a visually appealing application, create a useful application, etc.)

2. Team Roles

All team members must contribute to the code base and understand all documents submitted by the team. Other roles can be assigned to individual team members based on their strength or on a rotating basis. (Your team may start by rotating roles and then assign based on strength.)

Code Reviewer Chuks

(Provides feedback on the quality of all code submitted to the code repository. Some require a code review before the code is added to the code repository.)

Team Lead Bobby

(Decides what the team will work on based on input from all team members.)

Meeting Facilitator Bobby

(Organizes time/ location of meetings, ensures meetings stay on track, and all team members can and do contribute during meetings.)

Code Repository Manager Kay, Chuks

(Sets up code repository, versions code for the various deliverables, helps other team members use repository, ensures code in repository compiles and runs.)

Coordinator Bobby

(Follows up with individual team members to ensure deadlines will be met or if meetings or deadlines are missed.)

Technical Writer Chuks, Bobby

(Creates documentation required for project such as README file and test document.)

Architect Aly, Kay, Ayo

(Manages overall design of implementation and classes and maintains class diagram and other UML documentation.)

Other Graphics: Ayo Text based Oversight: Kay

(Specify role, responsibility in role and individuals in role)

3. Team Communication

First discuss the communication tools each individual team member uses in their lives on a daily basis. Then decide what communication tool you will use as a team. This may be a new communication tool or something that all team members are already using.

Aly Ayo Bobby Chuks K

	Team member 1	Team member 2	Team member 3	Team member 4	Team member 5	Team member 6	Team Communication tools
Texting							
Phone calls							
E-mail							
D2L team discussion board							
WhatsApp							
Slack							
Skype							
Google Hangout							
Facebook (messenger)							
Discord	✓	✓	✓	✓	✓		
Monday.com	✓	✓	✓	✓	✓		

4. Team Meeting Schedule

It is recommended that you set aside 2 hours each week for a team meeting. Teams are formed to ensure that most teams have a 2 hour time block where all team members are available.

Meeting time: MWThSa: 1-3 PM (Subject to change according to availability)

Meeting location: TFDL (260J) (Subject to change according to availability)
(Location on-campus, off-campus, virtual (specify tool used), etc.)

- Standing meeting agenda:
1. Go over what was assigned the meeting prior. Get updates from everyone. Run code to see what works/doesn't work
(eg: update from all team members – 20 min)
 2. Identify problems, discuss solutions and assign help for anyone who needs it
(eg: identify problems that need to be resolved)
(based on update) – 20 min)
 3. delegate tasks

(eg: discuss/prioritize upcoming tasks – 10 min)

4. Discuss implementation, design, go over presentation
(eg: design work to be completed and assign to individuals – 50 min)

4. Expectations from Team Members

Prevent unnecessary conflict by setting clear expectations.

If you can't make it to a team meeting then

Inform the team lead at least 2 hours before a meeting

(eg: let coordinator know as soon as you know you can't make it and ask coordinator for results of meeting)

If you have problems completing your part of the code for the project then Ask group members for help asap. Do not, under any circumstances leave it for the last minute

(eg: contact architect after struggling with the problem/code for 30 minutes without results and at least 48 hours before your share is due.)

If you haven't contributed any ideas during the meeting yet then If you feel unable to speak or feel like you haven't been given a chance to speak, talk to the team lead asap. Input will be asked out of everyone.

(eg: meeting facilitator will ask for your ideas during/after the meeting. Let facilitator know if this is problematic for you ahead of time.)

If you have so many ideas that you have spoken for most of the meeting then Give others a chance to follow up or speak their mind. Do not gloss over input. Team lead will ask everyone's input

(eg: meeting facilitator will ask you to hold your thoughts and give other team members a chance to speak.)

If you see that code contributed by another team members is incorrect or could be improved then

Politely bring it up, explain why in a meeting. If that isn't possible, politely explain through our discord so everyone can view it

(eg: you'll explain why the code is incorrect and how it can be improved but the team will decide if changes are required.)

Other expectations: Group members are expected to attend every meeting they have availability.

They have a responsibility to let the team lead know of any issues and concerns in with an appropriate amount of time to deal with any issues

5. Signing

If any team member does not meet these expectation, this team members should be reminded of this contract and this should also be reflected in the peer evaluations.

Names of team members that have read and agreed with all parts of this contract

  

