

Team Contract

1. Team Goals

get a good grade

(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 Jesse, Jordan, Quenten, Rick, Sam

(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 Sam, Jesse, Jordan, Quenten, Rick

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

Meeting Facilitator Jordan

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

Code Repository Manager Jesse

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

Coordinator Jordan

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

Technical Writer Jesse

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

Architect Sam

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

Other _____

(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.

Jesse Pitch Jordan Sam Quenton

	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)	✓	✓	✓	✓	✓		✓
<i>Discord</i>	✓	✓	✓	✓	✓		✓

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: Wednesday 2-4pm

Meeting location: TFDL or MS

(Location on-campus, off-campus, virtual (specify tool used), etc.)

Standing meeting agenda: 1. _____
(eg: update from all team members – 20 min) ↩

2. _____
(eg: identify problems that need to be resolved (based on update) – 20 min) ↩

3. _____
(eg: discuss/prioritize upcoming tasks – 10 min) ↩

4. _____
(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 send what you have and its problems
(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 get other member's help.

(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 contribute next time. Think about what you could contribute next week

(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 let others talk

(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 ____

offer your suggestion and help them improve it if they need help with 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: _____

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:

Jesse Zheng
Jesse Zheng

Ed Welch
Ed Welch

Rick Norman
Rick Norman