Updated Team Contract

**1. Team Goals**

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| *We are aiming to create an entertaining board game app. In the process we hope to learn more about coding and better understand the relationship between individual coding and the practical situation of working together as a team. We are also aiming to get an A in the process of completing this project.* |

**2. Team Role**

Folahan – reviews code, ensures the text base is working perfectly and makes sure all submissions are on time.

Connor – ensures the GUI is working perfectly and fixes any bugs.

Hullin – N/A

**Code Reviewer:** Folahan  
(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:** Folahan

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

**Meeting Facilitator:** Folahan,

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

**Code Repository Manager:** Connor

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

**Coordinator:**  Folahan,Connor

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

**Technical Writer:** Connor

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

**Architect:** Connor

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

**Other: Hullin**

(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.

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|  |  | Folahan | Yachun(Connor) | Huilin |  |  | Team Communication tools |
| Texting |  | x | x | x |  |  |  |
| Phone calls |  |  |  |  |  |  |  |
| E-mail |  | x | x | x |  |  |  |
| D2L team discussion board |  | x | x | x |  |  |  |
| WhatsApp |  | x | x | x |  |  |  |
| Slack |  |  |  |  |  |  |  |
| Skype |  |  |  |  |  |  |  |
| Google Hangout |  |  |  |  |  |  |  |
| Facebook (messenger) |  |  |  |  |  |  |  |
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**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, 4pm and Thursday 3pm

Meeting location: TFDL, 2nd floor or MS Lab or CT desk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Standing meeting agenda: 1. Update from all team members – 20 min

2. Identify problems that need to be resolved (based on update) – 20 min

3. Discuss/prioritize upcoming tasks – 10 min

4. 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:

Let the team know via WhatsApp and arrange to find out out what was missed.

* If you have problems completing your part of the code for the project then:

Contact the team lead and architect 48-72 hours before your share is due

* If you haven’t contributed any ideas during the meeting yet then:

The meeting facilitator will ask for your ideas during the meeting, if this is a consistent issue, the team lead will discuss the issue with you after the meeting.

* If you have so many ideas that you have spoken for most of the meeting then:

The meeting facilitator will ask for input from other team members in order to allow for other ideas.

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

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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:  
  
Yachun Liu Folahan Adeloye Huilin Zhang