

Team Contract

- Expected level of achievement and effort for each team member
 - Every team member is expected to show up to all group meetings (excluding unavoidable conflicts with advance notice), and to complete all tasks that they are assigned (reassignment can be discussed for reasonable issues).
 - We are striving for an A on this project, and each team member is expected to put in effort adequate to achieve this goal.
- Personal goals for each team member
 - **Cristhian:** Get more practice with making a useable and fully functional web app. Definitely looking for an A.
 - **Dirk:** Get more experience with creating a functional and useful application, while ensuring that I understand all the elements of the process. My goal is to receive an A on the project.
 - **Kristin:** Continue to become more familiar with node and database frameworks. Create a product I'm proud of at the end of the semester, and put in enough work to earn an A.
 - **Tricia:** Make a thing that is actually nice and usable in real life, while continuing to get better at web development. Also, get an A.
- Frequency, length and location of team meetings
 - **Meeting Location:** J Entry Main Lounge
 - **Creating Agenda for Meetings with TAs:** We will create agendas for our TA meetings weekly on the evenings before them, for about an hour.
 - **Design Meetings:** We will meet for several hours the weekend before the deadlines.
 - **Coding Standups:** We will have a coding meeting once very early on for several hours to assign tasks, and meetings at least once a week thereafter for an hour or so to discuss progress and/or problems and adjust plans as necessary (could be combined with agenda meetings).
- How quality of work will be maintained
 - Plan out the file structure of our app in advance, so everyone's work has a set place and our code is well modularized.
 - Group code reviews at our weekly standup meetings to ensure code is clean and clear - we'll all take time at the beginning of meetings to review code that our teammates have pushed since the previous meeting and provide feedback.
- How tasks will be assigned, and what to do if deadlines are missed
 - If individual team members miss their deadlines, we'll have a group conversation with the offending team member at the next meeting (or sooner if needed). If deadlines are missed without a legitimate reason and prior notice, and the issue cannot be resolved, the problem and possible solutions will be discussed with a TA. Deadlines can be renegotiated in advance if there are unforeseen circumstances.
- How decisions will be made and disagreements resolved

- Decisions will be made by unanimous consensus - if a unanimous agreement cannot be reached through discussion, majority vote will take precedence. Disagreements will be resolved through team discussion. We will call a team meeting whenever disagreements occur, and discuss with a TA if an agreement cannot be reached.