

COMP 3020 A01

Project Milestone 0: Team Contract

Group 2

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Team Guidelines

- 1. What does each member of the team want to get out of working on this project? Is everyone here to accomplish the same thing? What are your goals as a team collectively?**

Answer:

To gain valuable experience developing user interfaces (UI), a good grade working on this project, and develop teamwork skills.

- 2. How will you communicate? What are your expectations regarding the timeliness of responses to emails / forum messages?**

Answer:

We will communicate through Telegram for messaging, and Microsoft Teams for document sharing.

- 3. What do you expect team members to do prior to each meeting?**

Answer:

Team members are expected to respond to message in a group within a day or two. Moreover, we expect each other to stay up to date with the project content and keep up with their work on or before the hard deadlines.

- 4. How are you going to structure the work? When will you meet? What process will you use to assign the responsibilities?**

Answer:

We will meet weekly to discuss the next steps. Additionally, we would be in contact with each other using telegram group and assign responsibility for the next milestone when we submit the previous one.

- 5. How will the deliverables be submitted? Do you expect all members of the team to have a chance to vet the submission before it goes out? When should the writeup be ready for everyone to review?**

Answer:

The deliverables will be submitted through UM Learn while using Git for code sharing. All team members will have a chance to review the submission before it is finalized and submitted. One person will be designated to submit the required files for each milestone.

- 6. How will you deal with surprises? What should an individual do when they have a hard time delivering on something they promised either because it was harder than expected or because of an unexpected life event? How will the team respond?**

Answer:

If a team member is having a tough time with their tasks, they should inform the other team members in which other team members might be able to help.

- 7. How will you manage turn-taking? How will you ensure that all people contribute to the conversations? How would you ensure that decision making is thorough yet expedient?**

Answer:

Turn taking would be observed during discussions to ensure everyone has a chance to be heard. Also, we think of creating a buzzer kind of thing in the group meeting so that if anyone wants to speak, they can buzz and then everyone goes silent, and they can speak up.

8. **What are your expectations around the attitude of team members in the weekly meeting, and how you should respond to each other's ideas?**

Answer:

We expect every group member to encourage and respect everyone's idea. Each of us is required to think positively in every situation and we think that this will make a difference in the results of the meeting.

9. **How will you handle conflict? If any member on the team feels that something is not going right on the team, how would they signal it? How will the team respond?**

Answer:

Conflicts will be handled as a group to ensure it does not negatively impact the group. In case of a disagreement by a team member, they should feel free to tell it right away and we as a group can work together in whatever way everyone ends up discussing. Also, personal conflicts should not affect the group work.

10. **What team roles do you think are necessary for success of your project? Who will be assigned which team role? Consider each team member's strengths and weaknesses, and how team roles can help everyone learn or capitalize on their strengths.**

Answer:

Team roles are important for working in this kind of group project. Depending on each of our strengths, as well as weaknesses we distributed the team roles in the following way:

- **Divy Patel:** Coder, Drawing Artist
- **Heejeong:** Coder, Information Finder, Caffeine Supplier
- **Faiza:** Coder, Writer

- **Ian:** Coder, Editor