Team Contract

**1. Team Goals**

-Get a good grade

-Make an application we can be proud of

-Make a good GUI

-Smooth, no bugs

-Learn skills that can be applied in the future

**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** : Dan  
(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** : Julien

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

**Meeting Facilitator**: Dan

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

**Code Repository Manager** : Lana

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

**Coordinator:** Misael

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

**Technical Writer:** Julien

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

**Architect:** Andrew

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

**Other:** N/A

(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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Team member 1 | Team member 2 | Team member 3 | Team member 4 | Team member 5 | Team member 6 | Team Communication tools |
| Texting | No | No | No | No | No |  |  |
| Phone calls | No | No | No | No | No |  |  |
| E-mail | No | No | No | No | No |  |  |
| D2L team discussion board | No | No | No | No | No |  |  |
| WhatsApp | No | No | No | No | No |  |  |
| Slack | No | No | No | No | No |  |  |
| Skype | No | No | No | No | No |  |  |
| Google Hangout | No | No | No | No | No |  |  |
| Facebook (messenger) | No | No | No | No | No |  |  |
| Discord | yes | yes | yes | yes | yes |  |  |
|  |  |  |  |  |  |  |  |

**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: 8pm, Monday, Wednesday, Friday

11 am , Friday (MS)

Meeting location: Virtual (Discord)

Math Sciences / Computer labs

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

Standing meeting agenda: 1. Address individual problems - 20 mins

2. Work as a team to rectify issues - 1 hour

3. Discuss upcoming tasks, make sure we’re on track - 10 mins

4. Delicate tasks to be completed by next meeting.

**4. Expectations from Team Members**

Prevent unnecessary conflict by setting clear expectations.

If you can’t make it to a team meeting then: We meet on Discord (a communication app).

(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: member is eligible to switch problem with another member or ask for help from anyone else.

(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: make it clear that all ideas are welcome to the group, and try to get their input, whatever that may be. Ask them why they have been quiet. Ask them questions so they can also get involved with brainstorming. Ask everyone to at least provide one idea. Tha way everyone's idea gets heard.

(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: collaborate as a team to decide which ones to implement, then go on with everyone else's idea. If the person is dominating the meeting, let them know that other people's ideas need to be heard as well. If they really can't keep in all their ideas, tell them to write it down and then present it to the group once everyone has shared their idea once. The meeting facilitator can take the lead for this.

(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: Code reviewer and member will work together to resolve the issue.(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: come often to the meetings, do your assigned work, let your team know when there’s a problem (open communication).

**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:  
  
Julien Lam Misael Esperanzate   
Lana Nieves Daniel Chau Andrew Truong