

Team Contract

Overall objectives: What the team is trying to achieve?

Modern development teams often rely on disjointed toolsets for creating, sharing, and testing code. Similarly, university professors frequently have to field questions from students using nonstandard development environments. Our goal is to create an integrated environment for real-time collaboration that reduces confusion between users and streamlines development.

Individual responsibilities: What each team member is expected to do?

Matthew Golden: Front end/UX developer

Mark Burnette: Front end/UX developer

Dylan Everett: Team/project manager, documentation

Yan Tong: Backend infrastructure developer

Values and Agreement Statements: Team agreements are written by everyone and they help define comfortable working parameters for everyone.

Our team will work towards the desired end of our project with efficiency, punctuality, and professionalism. Each member will make an effort to ensure they are not bearing too little or too much of the team's workload.

Software Configuration Management Protocol: refers to a set of defined procedures and standards used to track, control, and manage changes made to the software system to ensure

consistency and quality of all modifications, management of merge conflicts, and version control.

Our team will be using GitHub to coordinate our project and keep track of changes made to the software. The build process and environment will be standardized and explicated for all team members.

Meeting times: When the team will meet outside the meeting with the advisor?

Our team will meet weekly Tuesday and Friday at 7:00 PM. For trivial discussions, or discussions that do not involve the team as a whole, issues can be brought up during a weekly meeting or conducted informally over discord.

Meeting times with advisor: Frequency and Order of Meeting Facilitator (Everyone is required to lead/facilitate at least 1 meeting with the advisor; everyone must be present for all meetings with your advisor).

Biweekly meetings currently scheduled for Thursdays at 1:00 PM. Precise dates and times are subject to change. Facilitation will go in order as listed on this document above.

Communication: How team members will communicate with each other; what platforms?

Our team will meet and communicate primarily through Discord. Planning and organization will be done over a shared kanban board.

Conflict resolution protocol: How the team will solve problems?

Weekly sprints will be held, discussions on problems, working them out as a team rather than as a single person. Conflicts will be solved as soon as possible and with a neutral intermediary.

Consequences: What happens if someone violates the agreement?

The team will discuss any violations of the agreement, and if any individual does not take action going forward to correct the violation, we will escalate it to the instructor or teaching assistants of the course.

Signatures: All team members must sign the contract.

Matthew Cohen

Sebastian Eubank

Sam

Yanteng