Team Contract

**1. Team Goals**

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| --- |
| Get an A, make an interesting project, finish before deadline. |

**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** Zeke Edriss  
(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** Sami Abdelhalem

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

**Meeting Facilitator** Medhanie Ghebreselasie

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

**Code Repository Manager** Sami Abdelhalem

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

**Coordinator** Zeke Edriss

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

**Technical Writer** Edward Bowyer

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

**Architect** Medhanie Ghebreselasie

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

**Other**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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 |  |  |  |  |  |  |  |
| Phone calls |  |  |  |  |  |  |  |
| E-mail |  |  |  |  |  |  |  |
| D2L team discussion board |  |  |  |  |  |  |  |
| WhatsApp |  |  |  |  |  |  |  |
| Slack |  |  |  |  |  |  |  |
| Skype |  |  |  |  |  |  |  |
| Google Hangout |  |  |  |  |  |  |  |
| Facebook (messenger) | Y | Y | Y | Y |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**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: 4:00 PM- 6:00 PM

Meeting location: Math Science 176

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

Standing meeting agenda: 1. : update from all team members – 20 min  
 (eg)

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

3 discuss/prioritize upcoming tasks – 10 min

(eg:)

4. design work to be completed and assign to individuals – 50 min

(eg:)

**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 group know the day before through messenger.

(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 let the group know and discus it with everyone.

(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 get your work done and try to contribute the next meeting.

(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 ask for other members input.

(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 explain to the person why it’s wrong and try to fix it with them.

(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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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:  
  
Sami Abdelhalem Zeke Edriss Edward Bowyer Medhanie Ghebreselasie