

Team Contract

Version History

Version	Date	Author(s)	Summary of Changes
1.1	29 Jan 2024	Eunhak Kim	Page created
1.1.1	06 Feb 2024	Chun Ho Chan	Reformatted page
1.1.2	07 Feb 2024	Chun Ho Chan	Updated team ID
1.1.3	07 Feb 2024	Chun Ho Chan	Simplified grammar
1.1.4	07 Feb 2024	Chun Ho Chan	Updated work division
1.2	07 Feb 2024	Eunhak Kim	Added teamwork section
1.2.1	07 Feb 2024	Chun Ho Chan	Updated responsibilities > assignment 1
1.3	24 Feb 2024	Eunhak Kim	Updated responsibilities, added software tools
1.4	24 Feb 2024	Chun Ho Chan	Updated responsibilities > assignment 2
1.5	25 Feb 2024	Eunhak Kim	Edited meetings section, general duties
1.5.1	26 Feb 2024	Chun Ho Chan	Added numbering to responsibilities > assignment 2
1.6	26 Feb 2024	Eunhak Kim	Changed virtual meeting platform from Discord to Zoom
1.7	06 Mar 2024	Chun Ho Chan	Updated responsibilities > assignment 2
1.8	07 Mar 2024	Chun Ho Chan	Updated responsibilities > assignment 4
1.9	07 Mar 2024	Chun Ho Chan	Updated responsibilities > assignment 3
1.10	27 Mar 2024	Eunhak Kim	Updated responsibilities > assignment 3, 4

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Effective Date

25 Feb 2024

Team ID

Group 68

Teaching Assistant

Nikita Chigateri (nchigate@uwo.ca)

Team Members

- [Chun Ho Chan](#)
- [Yuting Hou](#)
- [Doyle Justin Blacklock](#)
- [Simon Ian McCabe](#)
- [Eunhak Kim](#)

Meetings

- Group Meetings will be held in person on Thursday mornings from 10:00 am to 11:00 am, preferably in a Taylor Library study room.

- Alternatively, Group Meetings can be held virtually on Zoom.
- Edward will take the minutes of the group and TA meetings every week.
- Meeting times may be changed, or additional meetings may be held depending on the circumstances.

Work Norms

- Team members are expected to spend 3 to 7 hours working on the project each week, depending on how much work is assigned.
- Internal deadlines will be set, agreed upon, and adhered to by all team members.
- All team members will review all individual work before submission.
- Any disagreements will first be discussed through Group/ TA Meetings and Discord, then voted on Discord to pass each verdict (with a majority of 3).

Work Division

- All team members will be responsible for helping out in completing the project, regardless of their assigned responsibilities.
- The division of responsibilities will be updated in every Group Meeting.
- If a team member loses his ability to fulfil his responsibilities due to illness (or other approved circumstances), he may request a cancellation of his current workload in exchange for a future workload. Professor Servos must be notified of such agreements.
- If a team member experiences a temporary increase in his external workload (coursework, club activities, part-time job), he may request a partial reduction in his current workload in exchange for a future workload. Only all team members must be notified of such agreements (announced on Discord, documented in Group Meeting Minutes).

Responsibilities

Team Members	Chun Ho Chan	Yuting Hou	Doyle Justin Blacklock	Simon Ian McCabe	Eunhak Kim
General Duties	Team Lead Confluence Manager (Meeting Minutes)	Game Director UI Designer	Quality Assurance Manager	Bitbucket Manager	Jira Manager Confluence Manager (Team Contract)
Assignment 1: Requirements Documentation	(part 2.4) Functional Requirements, (part 3) Meeting Minutes	(part 2.1) Main Page, (part 2.3) Domain Analysis, (part 2.6) Summary	(part 2.4) Functional Requirements, (part 2.5) Non-Functional Requirements	(part 2.2) Introduction	(part 1) Team Contract, (part 2.4) Functional Requirements
Assignment 2: Design Documentation	(part 3.1) Class Diagrams, (part 3.2) Class Diagrams Description, (part 7) Patterns, (part 8) Additional Diagrams	(part 4.1) UI Mock-up, (part 4.2) UI Mock-up Description	(part 5) File Formats	(part 1) Main Page, (part 2) Introduction, (part 6) Development Environment, (part 9) Summary	(part 3.1) Class Diagrams, (part 3.2) Class Diagrams Description, (part 4.2) UI Mock-up Description
Assignment 3: Testing Documentation	(part 3.4) System Testing	(part 3.2) Integration Testing (View & Controller classes)	(part 3.3) Validation Testing	(part 1) Main Page (part 2) Introduction (part 4) Summary (part 3.1) Unit Testing	(part 3.2) Integration Testing (Model classes) (part 3.4) System Testing
Assignment 4: Implementation and Delivery	(part 1) Implementation, (part 2) Presenter, (part 2) Cameraman, (part 2) Video Editor	(part 1) Implementation, (part 2) Presenter	(part 1) Implementation, (part 2) Presenter	(part 1) Implementation, (part 2) Presenter	(part 1) Implementation, (part 2) Presenter

Software Tools

Software	Usage
Confluence	Project documentation
Jira	Task assignment, issue tracking
Bitbucket	Code repository

Discord	Primary communication
Eclipse	Primary IDE
Java	Code implementation, TXT/CSV database
Java Swing	GUI implementation
Balsamiq	GUI wireframes
Draw.io	UML diagrams
Zoom	Virtual group meetings

Contract Revision Process

- Throughout the term, Eunhak will keep this contract up to date on Confluence.
- If any changes occur in work norms, division of work, or meeting times, Eunhak will update this contract to reflect these changes.
- All team members must agree to any changes to the team contract.

Values & Expectations

- **Communication**
 - Team members will listen to other members.
- **Integrity**
 - Team members will abide by the Ethical Conduct section of the course outline.
 - AI chatbots will not be used.
 - AI-powered code completion (e.g. as built-in IDE functions) may be used, as long as it does not generate large chunks of code.
- **Responsibility**
 - Team members will be responsible for completing their work.
- **Respect**
 - Team members will treat other members with respect.
- **Teamwork**
 - Team members will recognize that teamwork requires compromises, and will work together to resolve conflict.
 - Team members will strive to collaborate effectively, being mindful of each other's complementary strengths.