

iOS Team Contract



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A team contract is an agreement between you and your teammates about how your team will operate — a set of conventions that you plan to abide by. The questions below will help you consider what might go into your team contract. You should also think back to good or bad aspects of team project experiences you've already had.

Each team is expected to develop its own team contract as its agreement about how it will work together as a TEAM. You may need to adjust your procedures as you go, but it is important to start with a common understanding about your approach to the project. You may find at times that your team is not working as well as you had hoped. This is normal - but should be addressed immediately. Call a team meeting to discuss and resolve the challenges your team is facing; do not delay!

Below are some questions to consider. Your contract doesn't have to answer all the questions below, but **must answer at least the boldfaced questions**. Focus on the issues that your team considers most important.

All team members should write their names at the end of the contract, to indicate that they agree with it.

Goals

- What are the goals of the team?
 - Complete Project
- What are your personal goals for this assignment?
 - Familiarize ourselves with swift and xcode
- What kind of obstacles might you encounter in reaching your goals?
 - classes, being new to swift
- What happens if all of you decide you want to get an exceptional app but because of time constraints one person decides that a functional MVP will be acceptable?
 -
- **Is it acceptable for one or two team members to do more work than the others?**
 - **no**

Meeting Norms

- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?
 - Nighttime / whenever everyone is free

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- How will you record and assign action lists produced by each meeting?
 - Zoom record
- **How often do you think the team will need to meet each week? How long do you anticipate meetings will be?**
 - **1-2 days / 1-2 hours**

Work Norms

- **Communication methods?**
 - **Facebook Messenger**
- How much time per week do you anticipate it will take to make the project successful?
 - 2-3 hours
- **How will work be divided among team members in order for it to be fair?**
 - **Even amount**
- How will deadlines be set?
 - During the group meetings, it will be discussed
- How will you deal with problems and conflicts?
 - We will talk amongst each other
- How will you decide who should do which tasks?
 - We will talk amongst each other
- **Where will you record who is responsible for which tasks (e.g., HackMD, Google Docs, Trello, etc)?**
 - **Google Docs / Github / Messenger**
- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
 - Just talk/text them
- How will the work be reviewed?
 - Between each other
- What happens if people have different opinions on the quality of the work?
 - We settle it amongst each other
- What will you do if one or more team members are not doing their share of the work?
 - Talk to each other
- How will you deal with different work habits of individual team members (e.g., some people like to get assignments done as early as possible; others like to work under the pressure of a deadline)?
 - We will try to balance it

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Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?
 - yes
- What will you do if one of you fixates on a particular idea?
 - Try to listen to each other / find an agreement
- **Resolving conflicts?**
 - Try to listen to each other / find an agreement
- **What will you do if you fall behind or run into unforeseen technical issues?**
 - **Office hours / help each other out**

I participated in formulating this contract and this is my commitment to abide by our agreed on approach and procedures to working as a team.

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