# VMCraft Team Contract

## Section 1: Team Name and Mission

* What is your team name? VMCraft
* What is the mission of your team in 1-2 sentences? Enable the creation and use of Virtual Machine environments at enterprise scale within Minecraft or Minetest. This with the goal of enabling in-game tutorials that are backed-up by an enterprise-scale virtual machine infrastructure.

## Section 2: Membership

* Who are the team members?
  + - Graeme Holliday
    - Blake Rude
    - Nathan Zander
* What consultants/mentors/instructional staff are associated with this team?
  + - Bruce Bolden (Instructor)
    - Daniel Conte de Leon (Client)

## Section 3: Roles and Responsibilities

* Who will be in charge of your budget? N/A
* Who will be the primary client contact? Blake Rude
* Who will organize team meetings? Varies
* Who will be in charge of keeping team documentation? Blake Rude
* What other roles are critical to team success? Planning, implementing, and testing code.
* How will roles be selected/assigned? Team coordination.
* What are the key responsibilities associated with each role?
  + - Client contact: Will maintain correspondence between the team and the client.
    - Meeting organizer: Will set an agenda and ensure it is followed through.
    - Documenter: Will extensively document areas of import to the team.
    - Code planner: Will design a framework for the project.
    - Code implementer: Will fill in the finer details of the framework as applicable to the project.
    - Code tester: Will hunt down and destroy bugs in the code.

## Section 4: Team Relationships

* Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.
* Members will…
  + - Communicate clearly and effectively
    - Complete assigned tasks in a timely and competent manner.
    - Attend meetings regularly.
    - Clearly document code according to the style guidelines.
* Members will NOT …
  + - Make broken commits.
    - Rewrite other members’ code without permission.
    - Shirk responsibilities, dragging the team down.

## Section 5: Joint Work

### 5a. Purposes of Joint Work

* Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.
* Members will…
  + - Communicate clearly on shared tasks.
    - Effectively distribute the workload to members.
* Members will NOT…
  + - Try to assume responsibility for group tasks individually.

### 5b. Team Meetings

* Team meetings are an important example of working together.
* Where and when will the team meet? Library/Zoom/TBD
* What components are required in team meeting agendas? Tasks, discussion points, updates
* How will meeting minutes be taken/circulated? In logbooks.

## Section 6: Individual Work

* Team members are expected to work alone in many cases to complete work important to the team.
* How will work assignments be made? They will be delegated in a mutually agreed upon manner.
* How will quality expectations be established and verified? Graeme will review and approve pull requests.
* How will due dates be established and verified? We will agree upon this at the weekly meetings.
* How will status of work in progress be communicated? Through team communication channels and/or Github issues.

## Section 7: Documentation and Communication

* The team must maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to one another and key project stakeholders.
* What individual documentation will be kept? Personal logbooks. In addition, well documented code is required.
* What team documentation will be kept? Minutes, agendas, and recordings.
* What is the process for communicating with other team members? At weekly meetings or through communication channels.
* What is the process of communicating with your client/outside stakeholders? Zoom/MS Teams and email.

## Section 8: Conflict Resolution

* The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.
* What process will be used to address conflicts? The third member can be the tiebreaker. In the case of a 2-vs-1 conflict, we will calmly discuss differing views and come to a compromise.
* How will team dynamics be communicated to instructors/mentors? Through the team communication channels.

## Section 9: Amendments

* Where will this team contract be kept? On Github.
* How often will the contract be reviewed? As need dictates.
* How can the contract be amended? With signatures from all members.

## Section 10: Affirmation of Compliance

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

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| --- | --- | --- |
| **Name** | **Signature** | **Date** |
| Graeme Holliday | Graeme M. Holliday | 9-9-20 |
| Blake Rude | Blake Rude | 9-9-20 |
| Nathan Zander | Nathan Zander | 9-9-20 |