Team Contract

**1. Team Goals**

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| --- |
| -make an application sophisticated enough to be on the ucalgary, or another university website.  - get a good grade  -learn how to make useful, realistically applications for offices or other administration  -learn how to code in teams better, including how to use github and how to work with different styles of code  *(e.g., get a good grade, make a visually appealing application, create a useful application, etc.)* |

**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** Dwight Pittman  
(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** Alexandra Tenney

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

**Meeting Facilitator** Alexandra Tenney

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

**Code Repository Manager** Haohu Shen

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

**Web Scraper Developer** Alexandra Tenney and Dwight Pittman

**Technical Writer** Tiffany Tang (the unifier), but we will all originally document our own code.

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

**Architect** Haohu Shen

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

**UML Architect** Lan Jin

(Specify role, responsibility in role and individuals in role)

**GUI Directors** Tiffany Tang and Dwight Pittman

**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 | x | X | x | x | x |  | x |
| Phone calls |  |  |  |  |  |  |  |
| E-mail | x | X | x | x | x |  | x |
| D2L team discussion board | x | X | x | x | x |  |  |
| WhatsApp |  |  |  |  |  |  |  |
| Slack |  |  |  |  |  |  |  |
| Skype |  |  |  |  |  |  |  |
| Google Hangout |  |  |  |  |  |  |  |
| Facebook (messenger) |  |  |  |  |  |  |  |
| Discord | x | X | x | x | x |  | x |
|  |  |  |  |  |  |  |  |

**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: Tuesday 4-6, Thursday 4-6

Meeting location: On Campus When in need to Linux, or else virtually.

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

Standing meeting agenda: 1. Make a to-do list – 5 minutes  
 (eg: update from all team members – 20 min)

2. Identify what has been done, and any problems. Work as a group to fix these problems – 1 hour  
 (eg: identify problems that need to be resolved (based on update) – 20 min)

3. Create a schedule for outcomes of the coming weeks- 45 minutes

(eg: discuss/prioritize upcoming tasks – 10 min)

4. Assign individual work – 10 minutes

(eg: design work to be completed and assign to individuals – 50 min)

**4. Expectations from Team Members**

Prevent unnecessary conflict by setting clear expectations.

If you can’t make it to a team meeting then let us all know on the discord and try and be as available as possible on the discord.

(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 try for 15 minutes, ask us on the discord, then ask a TA or teacher, finally bring it up in the meeting.

(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 tell the facilitator and they will resolve the reason why (not understanding, being talked over, shy).

(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 write them down and either email the group, or tell us on the discord- only give us the main important idea in the meeting.

(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 tell them individually, give suggestions and teach them how to make it better. NEVER CHANGE THE CODE WITHOUT TELLING OTHER PEOPLE.

(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: make legible code, document clearly, get your outcomes done on time.

**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:  
  
Alexandra Tenney Haohu Shen Lan Jin Dwight Pittman Tiffany Tang