

COLX 585 Teamwork Contract

Purpose

This is a teamwork contract that communicates specifically how our group *TeamMinions* in COLX 585 will be collaborating together and gives more detail about the logistics of working together and the expectations we have for each other.

Team Members

Hariharavarshan Nandakumar

Sara Mirjalili

Jayathilaga Ramajayam

Meiyu Zheng

Overview of expectations

As a team, we understand that some weeks may require more academic effort than others, and we acknowledge that each member has different levels of knowledge and skills. Despite these differences, we are committed to maintaining a reasonable standard for each member's contribution. Our shared goal is to create an outstanding and memorable project of high quality.

Communication

For brief communication such as non-urgent questions and check-ins, we will utilize Slack. To plan, manage, and delegate tasks, we will use the project master schedule, which will also help us keep track of weekly deliverables and our overall workflow. All code submissions and reviews will be done through Github.

- Weekly team sync: every Thursday 14:00 - 15:00, in person @ ORCH 4018 (1.5hrs max.)

- Weekly meeting with JY: every Thursday 15:00 - 15:30 (via Zoom TBA)
- Extra meeting can be set up with Jian during his OH: every Friday 14:00 - 15:00
- Tools: Slack, GitHub, and Zoom will be our primary platforms.
- Meeting attendance: **all team members must attend weekly meetings!!**

Meetings & Workflow

Group meetings will occur on a regular - though not strictly defined - basis.

Typically, we will hold an in-person meeting every **Thursday at 2:00PM**, with the following structure:

- Discuss current progress; address any individual concerns or challenges.
- Organize weekly goals into actionable tasks.
- Size each task according to priority and complexity.
- Make sure all tasks have been claimed by a group member.*
- Assign an appropriate number of members to each task.

Meeting notes and minutes will be recorded by a different member each week, and uploaded to a shared Google Drive. Between meetings, regular updates may be relayed through Slack.

*While a group member who has “claimed” a task must make sure it is completed by the predetermined deadline, they are not necessarily responsible for completing it on their own, as the complexity of tasks will vary.

Deadlines & Code Reviews

All members must create a pull request by **Saturday at 9:00PM** at the latest to guarantee sufficient time for code review. Each pull request must be reviewed by at least one other member prior to approval.

Code review will be done on a voluntary basis; however, to ensure efficiency and fairness, every member is expected to take initiative and review the relevant code as soon as a PR is submitted.

All Hands on Deck

If the completion of an assigned task is hindered by an exceptionally difficult issue (code-related or otherwise) that a single member cannot be expected to resolve, all other members should attempt to help, given that:

- The task is nearing its deadline.
- The member in charge of the task asked for help within a reasonable timeframe (i.e. not five minutes before the deadline).

Professional courtesy

Meeting deadlines

Adhering to the deadline is crucial. Regular check-ins from group members, even in the case of personal matters or illness is expected. Additionally, if a member foresees any difficulty in meeting their deadline, they should inform the team well in advance to avoid being unresponsive or unavailable without warning.

Conflict resolution

In our group we prioritize collaborative and respectful interactions. In case of any disagreement that arises during the project, we will rely on a compulsory voting system to arrive at a conclusive decision.

In addition, if any team member consistently fails to comply with the terms mentioned in the contract, the remaining members will initially address the matter during a meeting or via Slack. If there is no improvement after an attempted group resolution, the issue can be escalated to the lab instructor.

Expectations and Norms

Roles and Responsibilities

Work is to be distributed in an equitable way in general, each member is supposed to contribute a significant amount of work. However, this can vary from task to task, milestone to milestone. Each member should play the roles and responsibilities of main coders, and reviewers/code-reviewers in all milestones. We rotate the roles weekly, making sure everyone's engaged to the delivery of the project.

Decision-Making Procedure

We adopt consensus-based decision making in the team.

Quality Expectation

We will follow the general MDS coding and writing rubrics. To improve the quality of each delivery, we encourage each member to review and add suggestions if necessary.

Appendix: Master Schedule

This is a [spreadsheet](#) with a plan on all the sub-assignments that need to be done for each milestone. Here you'll see it divided per documents requested in each milestone, who it is assigned to, when it's due and its status. This will be our main document for tracking the progress and status throughout the project.