Team Contract

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.

Your contract doesn't have to answer all the questions below, but must answer the boldfaced questions. Focus on the issues that your team considers most important.

Goals

- What are the goals of the team?
    - Complete the project well (meet all the requirement and beyond of the project)
    - To finish the project on time.
    - get an A on the project

- What are your personal goals for this assignment?
    - To get better at coding
    - understand how to use and implement parser, lexer, abstract syntax tree better

- What kind of obstacles might you encounter in reaching your goals?
    - Understanding the assignment
    - implement the code
    - problem with working with a shared Git
- What happens if all of you decide you want to get an A grade, but because of time constraints, one person decides that a B will be acceptable?
    - we will discuss as a group and try to come to the same understanding
- Is it acceptable for one or two team members to do more work than the others in order to get the team an A?
    - we will try to share the workload.

Meeting Norms

- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?
    - not too close to the deadline
    - not before a major test/pset from another class
    - in the evening (every other day)

- How will you use the in class time?

- o we will collect the questions we have from our meetings and discuss with TAs on how to handle the problems.
- o we will also go to all of the possible recitations, if we need more help.
- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?
  - o every other day for about 3hrs
- Will it be okay for team members to eat during meetings?
  - o yes!!!! food is important!
- How will you record and distribute the minutes and action lists produced by each meeting?
  - o keep all the minutes and action plan on goolge doc that we all share.

Work Norms
- How much time per week do you anticipate it will take to make the project successful?
  - o 15 hrs. (it's more of the quality than quantity)
- How will work be distributed?
  - o for split each task into different methods so that all members have roughly equal amount of work.
- How will deadlines be set?
  - o follow the deadlines on the "deliverables and grading", make sure we try to meet the deadline at least 1 day before the actual due date.
- How will you decide who should do which tasks?
  - o each person can volunteer for the task they think they can handle and all come to a mutual agreement.
- Where will you record who is responsible for which tasks?
  - o on the google doc that we are recording the team goals.
- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
  - o call that person to understand what's going on and set another reasonable timeline and make sure that deadline is met.
- How will the work be reviewed?
  - o Code review- all members will read through the codes written by others at the end of each meeting.
- What happens if people have different opinions on the quality of the work?
  - o All members need to approve the quality of the work in order for it to be used in the project.
- What will you do if one or more team members are not doing their share of the work?

- - o call that person to understand what's going on and set another reasonable timeline and make sure that deadline is met.
  - 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)?
    - o we all have the same work habits that is why we decided to work together.

Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?
  - o Under most circumstances, we will try to get all team members to agree. if one team member can not be present under special circumstances, then the other two people can make the decision but the third member must be informed.
- What will you do if one of you fixates on a particular idea?
  - o Ask TAs for their opinion. :)