

## 6.005 Project 2 Team Contract

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### Goals

- **What are the goals of the team?**
  - Make a whiteboard that we are all proud to say we built.
- **What are your personal goals for this assignment?**
  - Jeremy
    - Make something awesome.
    - Get an A.
  - Merry
    - Improve problem-solving abilities, coding style, and Java skills.
  - Anand
    - Maximize our grade.
    - Minimize our work.
- **What kind of obstacles might you encounter in reaching your goals?**
  - Issues in equal work division were big on the last project
  - Communication (we all live far apart on campus)
- **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?**
  - As long as the person makes it clear that this is the case, we should be able to compensate. If they aren't open, then it could be a problem (was an issue for some of our teams last semester). Clear and open communication is key.
- **Is it acceptable for one or two team members to do more work than the others in order to get the team an A?**
  - No, it really isn't, but it is what it is. Teammates should make sacrifices to accomplish goals, on both ends. Meet in the middle.

### Meeting Norms

- **Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?**
  - We should do a google hangout for 15 minutes at least every other day
- **How will you use the in-class time?**
  - To sleep, we are creatures of the night.
- **How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?**
  - We should meet up for an hour at least every 3 days. We anticipate a highly streamlined process, where we work remotely and communicate rapidly.
- **How will you record and distribute the minutes and action lists produced by each meeting?**
  - Actions should be in TODOS and FIXMES in the repo.
  - We'll send an email out with larger points.

### Work Norms

- **How much time per week do you anticipate it will take to make the project successful?**
  - Around 12 hours.
- **How will work be distributed?**
  - As fairly and equally as we think it can be.
  - We'll try to give people components that they are excited and super passionate to work on.
- **How will deadlines be set?**

- At each team meeting, we'll set expectations for what code each person should complete by the next meeting.
- **How will you decide who should do which tasks?**
  - We'll discuss who wants to do which tasks and assign accordingly; if multiple people want to do a particular task, or nobody wants to do a particular task, we will compromise based on other task assignments.
- **Where will you record who is responsible for which tasks?**
  - In emails sent out after every meeting, and on our Google Docs.
- **What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?**
  - We understand that everyone has a busy schedule and things come up. However, if one person repeatedly misses commitments, we will have a group meeting to discuss follow-up commitments and further action.
- **How will the work be reviewed?**
  - by request; if someone writes code they want reviewed, they can ask teammates to do so
- **What happens if people have different opinions on the quality of the work?**
  - In cases of disagreement, we will take a majority vote. Thus overall we will reach a middle ground on work quality.
- **What will you do if one or more team members are not doing their share of the work?**
  - We will talk to them during a group meeting, and set up a follow-up commitment (for example, a postponed deadline). If they fail to meet the follow-up commitment, further action will be taken.
- **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 have all agreed on a schedule for team meetings, and at team meetings we will decide on task deadlines. Tasks must be completed by our internal deadlines so that people are not blocked by work that others have not finished.

## Decision Making

- **Do you need consensus (100% approval of all team members) before making a decision?**
  - We should reach a consensus on major design decisions, which will be noted in the design document. Outside of these discussed specs, team members are allowed to implement however they want.
- **What will you do if one of you fixates on a particular idea?**
  - If the idea is one that conflicts with something else necessary, we should do a majority vote. Otherwise, if it is an extra feature and it doesn't harm the overall product, and they're willing to put in the extra time to work on it without breaking anything else, then they're allowed to do whatever they want.