Team Contract – Team 15

**1. Team Goals**

**2. Team Roles**

The team goals are to get a good grade on the final project and to create a successful card memory match game that provides a good challenge to make.

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** \_ Everyone \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(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** \_\_\_Aaron Gao \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ what the team will work on based on input from all team members.)

**Meeting Facilitator** \_\_\_\_Ahmed Obad\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Code Repository Manager** \_\_\_\_ \_Ahmed Obad\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Coordinator** \_\_ \_Ahmed Obad, Joshua Bernard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Follows up with individual team members to ensure deadlines will be met or if meetings or deadlines are missed.)

**Technical Writer** \_\_Joshua Bernard, Ahmed Obad\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Architect** \_\_\_Joshua Bernard, Adarsha Kanel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Manages overall design of implementation and classes and maintains class diagram and other UML documentation.)

**Other**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**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 |  |  |  |  |  | If communication is needed immediately |
| Phone calls | X |  |  |  |  |  |  |
| E-mail | X |  |  |  |  |  |  |
| D2L team discussion board |  |  |  |  |  |  |  |
| WhatsApp | X |  |  |  |  |  |  |
| Slack |  |  |  |  |  |  |  |
| Skype |  |  |  |  |  |  |  |
| Google Hangout |  |  |  |  |  |  |  |
| Facebook (messenger) | X |  |  |  |  |  |  |
| Discord | X | X | X | X |  |  | DISCORD  mainly |
|  |  |  |  |  |  |  |  |

**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: \_\_\_\_\_\_\_\_12-2 PM Tusedays and Thursedys \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting location: \_\_\_\_\_\_TFDL .CPSC LBA and Discord Online Chat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Standing meeting agenda: 1. \_\_\_\_\_Go over our meeting schedule and things to do ( 15 mins )\_  
 (eg: update from all team members – 20 min)

2. \_\_\_\_\_\_go over updates from other team member and fix any problems (30 mins)   
(eg: identify problems that need to be resolved (based on update) – 20 min)

3. \_\_\_\_\_have a conversation on what to code and try to code (1 hour)\_\_\_\_\_\_

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

4. \_\_\_\_\_have a plan for what will we do for next meeting (15mins)

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

**4. Expectations from Team Members for**

Prevent unnecessary conflict by setting clear expectations.

If you can’t make it to a team meeting then \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Just let the team members know on discord and ensure that you can meet the team at a later date to complete what you missed, send anything you have done for the project and update us with any problems\_\_\_\_.

(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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_ask for help in the group chat of the discord and inform others for help with the code ,ask TA help\_\_\_\_\_\_\_\_\_\_.

(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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_try to contribute in the next meeting and offer solutions for other people's code \_\_\_\_\_\_\_\_\_.

(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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_help other people struggling with their portion and offer them ideas for solving their codes \_\_\_.

(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 \_\_\_  
  
\_\_inform them and try to help them correct it in a civil manner and work on improving the code as a team too \_\_\_\_\_\_.

(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: \_\_\_\_\_\_be civil, understand that everyone has their own situations, also understand that fighting with other does not accomplish much towards the overall goal and will most likely hurt the group  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**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:  
  
\_\_\_Aaron Gao \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_ Ahmed Obad\_ \_\_\_\_ \_\_\_\_\_\_\_\_Adarsha Kanel \_\_\_\_\_\_  
  
\_\_Joshua Bernard \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_