**Team Contract**

Team Name: Miami Lib Finder

These are the terms of group conduct and cooperation that we agree on as a team.

**Participation**:

We agree to participate in all necessary meetings as possible as we can. If there is a conflict on schedule, each team member has an obligation on knowing the details from the missing conference. Also, each member must contribute to the project evenly in any form (documentation, implementation, and project management, etc.).

**Communication**:

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Wenkai Cao E-mail: [caow2@miamioh.edu](mailto:caow2@miamioh.edu)

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Monday(09/09): We had an initial meeting with the instructor, where we got some basic information about the project and possible technical support. From this communication, we got a contact of Dr. Vasker, who might give us some technical support.

Wednesday(09/11): We participated in a meeting organized by Dr.Vasker. Another project team at this conference showed us how to collect the necessary data and information. We also established contact with them and will share data in the future.

Friday(09/13): We met with our client/customer Benzing. At this meeting, we established the goals of this project and the support that the client might give us (i.e. data of books, maps, etc.). In addition, we also discussed some of the necessary basic functions of this project(application). For example, the client asked us not only to support students in finding books but also to support librarians in returning borrowed books. After this meeting, we have a basic blueprint for this project.

**Meetings**:

Meeting with Professor Lynn: 09/08/2019 2:30 pm Benton 015.

We scheduled to meet every bi-week Monday from 2:30 pm to 3:00 pm

Meeting with Dr. Vasker: 09/12/2019 every week Benton 202.

We scheduled to meet every Wednesday from 12:30 pm to 1:10 pm.

Meeting with Client: 09/13/2019 3 pm Benton 110.

We did not plan to make a scheduled meeting, but he told us we can ask him to meet whenever we need.

**Conduct**:

We all agree to work on the remote repository GitHub to better organize our working files and doing version control. And using an online public whiteboard such as Trello to update and distribute tasks. For the implementation, we currently decide to use agile software development for our implementation phase (proximately fully start during the second semester). If there are multiple requests or questions to people who are not a member of the team, they should send the message to the contact person or present on the weekly meeting. To verify the good track of working progress, we must communicate or demonstrate our program to the client once the important decision has been made (this may out of normal client meeting). Making an executable program is necessary by a fully test before each submission, therefore, each member required to familiar with the testing process or any regarding software.

**Conflict**:

We all agree to resolve conflict by meeting or discussion client or professors. Everything we are working on will be based on the client's expectations and goals set by the professor. If we face any conflict or question that we cannot handle or make an explanation, we would contact the client and professor before we make a decision. When all the teammates cannot keep consensus, the whole team should communicate with Professor or client immediately(by meeting or email), should not decide by team voting or individual opinion.

**Deadlines**: May 2020.

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| Team Member’s Name | Team Member’s Signature |
| Yi Yang | Yi Yang |
| Yixin Li | Yixin Li |
| Yangkai Zhang | Yangkai Zhang |
| Wenlai Cao | Wenkai Cao |