COP4640 – Operating Systems, Environments, and Administration

Ubuntu Linux OS vs. Windows 10 OS Team Contract

**Objective:** To research Windows 10 and Ubuntu Linux, their major components, and compare the two systems.

**Team Name:** Lynx You Never Xpected

**Team Member Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Names | N# | Phone Numbers | Email |
| **Mike Jurendic** | **n01181088** | **802-881-4745 (Text)\*** | **n01181088@unf.edu** |
| Nicolas Martinez | n01398626 | 352-275-2652 (Text)\* | n01398626@unf.edu |
| Cody Pafford | n00894619 | 904-239-0382 (Text)\* | n00894619@unf.edu |
| Eric Netland | n01147052 | 904-240-2528 (Text)\* | n01147052@unf.edu |
| Guneet Jandir | n00449735 | 904-302-0886 (Text)\* | n00449735@unf.edu |

**Action Plan**

* Dividing work equitably to ensure each team member does his or her fair share of the work
  + Depending on the assignments and each member’s availability each week, groups will be created as needed for each task. Most likely, we all will be able to work on the discussion topics individually.
  + If needed, the creation of sub-groups for certain assignments will take place during the mandatory meetings on Tuesdays.
  + We will decide in future team meetings who will take care of what extra parts of the research project such as the conclusion, reference checking, etc.
* Recording meeting minutes to keep track of topics discussed and decisions made
  + The Team Captain will be primarily responsible for recording. Should the team captain be unable to attend the next meeting, the other members can consult on who can record the minutes instead.
* Evaluating the work of team members
  + Every Tuesday meeting, we will allot time to inspect each others’ work.
  + Sub-groups should evaluate their own work before presenting it to the entire group at a team meeting.
  + Members whose work does not meet expectations will be warned by other sub-group members then the team captain if the issue persists. (Aid will be given to those who demonstrate a valid reason of lack luster work such as illness or other out of control situation, but blatant laziness will not be tolerated!)
  + Should a member continue to produce poor results despite warnings, he/she will be marked down negatively in the next team status report to the professor.
* Holding discussions and making decisions (during meetings, electronically, etc.)
  + Decisions will be made at official team meetings and digitally.
  + Sub-groups (if they exist) should be prepared to make their own decisions as well.
* Voting on decisions and dealing with ties
  + Majority rule for all decisions.
  + Sub-groups are encouraged to also use a coin flip or such to settle ties that arise in their group.
* Resolving team conflicts
* If an issue involving two or more team members exist, the team captains should be notified immediately, and the issue will be dealt with at the next team meeting if needed. (Can be resolved digitally if possible)
* If a team member fails to cooperate with the rest of the group, that member will be warned at least twice, then possibly expelled from the group via majority vote. The removal will be reported to the professor soon after.

Team Member Accountability Clause

* The progress of each student will be reviewed at each weekly mandatory team meeting
* Students whose work does not meet the expectations of the team will be reported to the professor in the Team Status Report submitted by the team captain for the respective assignment
* Students who fail to meet the expectations of the team DURING ANY TWO (2) ASSIGNMENTS will immediately be expelled from the team by a majority vote (50% + 1) of the participating team members
  + The student in jeopardy of being expelled cannot participate in the vote
  + Team members who fail to vote or abstain are not counted towards or against the majority
  + If the vote ends in a tie (a majority does not exist), the professor will make the final decision to expel the student from the team
  + If the student is expelled from the team, the team captain will report the action to the professor immediately
  + The expelled student will automatically be removed from the course

**File Sharing**

* Back-up Policy
* Members, especially the team captain, should **ALWAYS** back-up their work at least once somewhere they can easily access. (Part of a draft could be backed-up on a USB, on their desktop, etc.)
* Google Docs
* Google Docs will be the main file sharing method of the group.
* Spare copies of work can be stored here.
* Canvas
  + This can be used as a location to store smaller files and as a back-up location for files on google docs.
* E-mail
  + Emailing files should not be done too often but can be done if the files are only meant for one other recipient.

**Procedures**

* A team member leaves the team (i.e., leaves the membership, medical issues, etc.):
* Alert professor about the situation.
* Have a team meeting as soon as possible about the issue; reorganize teams if necessary.
* Split workload among team members.
* A team member routinely misses mandatory team meetings
* After a missed meeting, the team captain will reach out to the member and see why he/she missed the meeting.
* After two meetings missed, the team captain will give a warning should the reason for missing the meeting not be valid.
* For three missed meetings, the team captain will negatively mark the team member in the next team status report.
* Missing a meeting for a fourth time will result in possible expulsion from the team via a vote from the other members.
* A team member fails to complete assigned tasks:
  + The team will assist the member with completing any unfinished work.
  + Bring up the insufficiency in the next meeting.
  + The team captain will check in with the team member more frequently.
* A team member consistently fails to complete assigned tasks:
* The team captain will give two warnings to start producing satisfactory results.
* For the third time, a vote to expel the member will take place.
* A team member consistently completes tasks late or produce inferior work:
* The team captain will check in with the team member more frequently.
* The team member will receive two warnings.
* If work is late or inferior for a third time, the team may vote to expel the member.

**Meeting Information**

* Frequency of meetings
* One mandatory meeting will be held each week. (Meetings may be cancelled, if not necessary, by majority vote)
  + Meetings will be primarily digital as it is more convenient on all team members.
  + However, the group from time to time should have in person meetings for more complicated situations.
* Day(s) and times meetings will be held
* Primary meetings will be held from 08:00PM – 10:00PM Tuesdays.
* Location of meetings, as well as at least one alternative if the primary location is not available
* Primary: Online group chat through discord.
* 1st physical: UNF Library (Either a meeting room or 2nd floor of library)
* 2nd physical: Starbucks on campus (Or somewhere near the area preferably with overhead covering to avoid issues with rain)
* Attendance policy for meetings
* Team members must attend all meetings to avoid conflict and confusion during assignments.
* Should a team member not be able to attend a meeting, they must notify their sub group members (if applicable) and the team captain as soon as possible.

**Schedule**

* Special meetings are subject to take place when needed, most likely during Thursdays

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Tasks for the week | Meetings for the week | Due by the end of week  (Saturday at 11:59 PM) |
| 1 | -Initial Team meeting to discuss communication methods | -No necessary meetings  -Possible discord test meeting | -Team Selection |
| 2 | -Team Contract | -Weekly Meeting  (Tuesday @ 8PM) | -Team Contract due (8/31) |
| 3 | -Start Prospectus | -Weekly Meeting  (Tuesday @ 8PM) | -None, **Prospectus due (9/14)** |
| 4 | -Continue work on Prospectus | -Weekly Meeting  (Tuesday @ 8PM) | -Prospectus Due (9/14) |
| 5 | -Review and organize for mid-term report | -Weekly Meeting  (Tuesday @ 8PM) | -None, **Mid-Term Report due (10/05)** |
| 6 | -Continue working on Mid-Term Report | -Weekly Meeting  (Tuesday @ 8PM) | -None, **Mid-Term Report due (10/05)** |
| 7 | -Continue working on Mid-Term Report | -Weekly Meeting  (Tuesday @ 8PM) | -Mid-Term Report Due (10/05) |
| 8 | -Review and organize for rough draft  -Consult what materials would be best for the rough draft | -Weekly Meeting  (Tuesday @ 8PM) | -None, **Rough Draft due (11/23)** |
| 9 | -Continue work on rough draft | -Weekly Meeting  (Tuesday @ 8PM) | -None, **Rough Draft due (11/23)** |
| 10 | -Continue work on rough draft | -Weekly Meeting  (Tuesday @ 8PM) | -None, **Rough Draft due (11/23)** |
| 11 | -Continue work on rough draft | -Weekly Meeting  (Tuesday @ 8PM) | -None, **Rough Draft due (11/23)** |
| 12 | -Continue work on rough draft | -Weekly Meeting  (Tuesday @ 8PM) | -None, **Rough Draft due (11/23)** |
| 14 | -Continue work on rough draft | -Weekly Meeting  (Tuesday @ 8PM) | -Rough Draft due (11/23) |
| 15-17 | -Discuss CATME surveys and prepare final draft | -Weekly Meetings (Thanksgiving Week may be skipped on vote) Tuesday @ 8PM | -Final Draft and CATME survey due (12/14) |

**Signatures**

|  |  |  |
| --- | --- | --- |
| Team Member Name | Student ID | Date |
| **Mike Jurendic** | **71676** | **8/27/2019** |
| Nicolas Martinez | 84308 | 8/27/2019 |
| Guneet Jandir | 41059 | 8/27/2019 |
| Eric Netland | 61680 | 8/27/2019 |
| Cody Pafford | 89435 | 8/27/2019 |