

# Team Contract

CPSC 481, FALL 2020

DATE: OCT. 2<sup>ND</sup>, 2020

TUTORIAL SECTION: T01

TEAM NUMBER: TEAM E

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GABRIELLE GONZAGA (10100364)

NAVJEET HUNDAL (30004202)

THIEN-KIM NGUYEN (30069968)

CHEVY O'DELL (30019806)

MANNY RODRIGUEZ (30046317)

## A. Preparation for Team Contract

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### Gabrielle (Gaby) Gonzaga

#### 1. What do I want to get out of the team project?

<b>What do I want to learn?</b>	The full process for designing UI/UX products, good designing principles, prototyping
<b>How do I learn?</b>	Visual learning, hands-on experience and working on relevant assignments
<b>What are my goals for the project?</b>	Get a good grade, work with a sweet team that creates a product that has clean UI and a simple flow
<b>What are my hopes and fears about the group?</b>	My hope is that we're able to make a cool product and get stuff done in a timely matter (rather than pushing the deadline). My fear is working remotely might make collaborating difficult

#### 2. What do I have to offer the team and project?

<b>Previous experience (that might be useful to the team...)</b>	I currently work for a company that specializes in AR/VR (the project I'm on exclusively uses the HoloLens), technical writing
<b>Special skills (that I can teach/coach/contribute...)</b>	Experience with web development, Unity, working on a product in a team setting, OCD about keeping things consistent

#### 3. My Personal Preferences and Work Styles are:

<ul style="list-style-type: none"><li>• Delegating tasks within the group</li><li>• Collaborating to complete work once all sub-tasks are completed</li><li>• Starting on assignments early</li></ul>
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### Navjeet Hundal

#### 1. What do I want to get out of the team project?

<b>What do I want to learn?</b>	I want to learn how to create a UI which is clean and easy to use and the tools needed to do so.
<b>How do I learn?</b>	I learn best by seeing a lot of examples, also by getting hands on experience.
<b>What are my goals for the project?</b>	My goal for the project is to create a UI that I am proud of. I would also like to get a great grade while learning how to use some of the tools used in industry.
<b>What are my hopes and fears about the group?</b>	My hope is to have a great project and get things done in a timely manner. My fears are that it may be difficult to show some ideas online compared to in person.

#### 2. What do I have to offer the team and project?

<b>Previous experience (that might be useful to the team...)</b>	Have worked in a group environment often, very friendly and can solve conflicts if needed
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<b>Special skills (that I can teach/coach/contribute...)</b>	Designing, giving ideas
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### 3. My Personal Preferences and Work Styles are:

<ul style="list-style-type: none"> <li>• Planning and splitting content</li> <li>• Lots of discussion so everyone is on the same page</li> <li>• Visually seeing material and ideas to get a better understanding</li> </ul>
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## Kim Nguyen

### 1. What do I want to get out of the team project?

<b>What do I want to learn?</b>	How to design an app with good UX and UI. How to create something that is visually appealing. Create something that would be useful to others.
<b>How do I learn?</b>	I learn by discussing with others, watching videos, and reading PowerPoints.
<b>What are my goals for the project?</b>	My goal is to design something useful and getting good grades.
<b>What are my hopes and fears about the group?</b>	My hope is that we work well together and know enough to create an amazing project. My fear is that it will be hard to connect and engage due to everything being online.

### 2. What do I have to offer the team and project?

<b>Previous experience (that might be useful to the team...)</b>	Being coordinator and leader for clubs and projects.
<b>Special skills (that I can teach/coach/contribute...)</b>	Being organized.

### 3. My Personal Preferences and Work Styles are:

<ul style="list-style-type: none"> <li>• Splitting everything into smaller tasks.</li> <li>• Working together or in smaller groups on certain tasks</li> <li>• Working through a lot of voice communication</li> </ul>
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## Chevy Siobhan O'Dell

### 1. What do I want to get out of the team project?

<b>What do I want to learn?</b>	Design work, Applying art principles to software i.e. icons, color theory, shape, form
<b>How do I learn?</b>	Visually, and through trial-and-error.
<b>What are my goals for the project?</b>	To make something cool, yet also keep that fresh grade
<b>What are my hopes and fears about the group?</b>	We all know enough to do something super! The disconnect from working remotely online may be negative.

### 2. What do I have to offer the team and project?

<b>Previous experience (that might be useful to the team...)</b>	Project management, artistic background, good vibes, and conflict resolution
<b>Special skills (that I can teach/coach/contribute...)</b>	Project management and design!

### 3. My Personal Preferences and Work Styles are:

- Things being split up in writing/things that need to be done broken down into tasks and those tasks being assigned and completed
- Collaborative and experimental focused

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## Manny Rodriguez

### 1. What do I want to get out of the team project?

<b>What do I want to learn?</b>	Principles of designing an aesthetic UI that provides a good user experience. Get good practice with learning and applying the UCD process.
<b>How do I learn?</b>	Watching videos, trying out new things and learn from the errors made, Hands on experience
<b>What are my goals for the project?</b>	Design a project that is well made and would be very useful towards our end users. Be creative with the project so it can be something that we could potentially show off to future employers.
<b>What are my hopes and fears about the group?</b>	I hope to work great collectively as a team towards creating our high-quality prototype. Working as a team 100% remotely is new to me so I fear it might be difficult to connect and engage with each other effectively.

### 2. What do I have to offer the team and project?

<b>Previous experience (that might be useful to the team...)</b>	Performing market research, potential client research for products and services. Athletic and competitive background, always working towards improvement and growth.
<b>Special skills (that I can teach/coach/contribute...)</b>	Web Development, creating low-fidelity prototypes by hand or figma, providing a calm demeanor during stressful situations.

### 3. My Personal Preferences and Work Styles are:

- Breaking down tasks/problems into smaller ones to slowly finish the tasks or solve the problems.
- Working together and communicating to have everyone involved.
- Trying out new ideas even if we may be a little unsure about them

## B. Team Contract

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### 1.Team Goals

- We would like to create a well-designed app with good UI and UX
- We strive to get good grades
- We aspire to learn how to use tools used in the industry
- We hope to make a visually appealing
- We hope to create a useful app that will help people
- We want to practice using the User Centered Design process to get helpful experience with it

### 2.Team Roles

Name	Roles
<b>Collective Roles</b>	<b>Code Reviewer, Researcher</b>
Gabrielle (Gaby) Gonzaga	Team Lead
Navjeet Hundal	Designer, Architect
Kim Nguyen	Coordinator
Chevy Siobhan O'Dell	Designer
Manny Rodriguez	Technical Editor

### 3.Team Organization

Communication Methods	<ul style="list-style-type: none"><li>• Microsoft Teams</li></ul>
Meeting times and places	<ul style="list-style-type: none"><li>• On Teams (during and after tutorial, and Sunday evenings)</li></ul>
File Sharing	<ul style="list-style-type: none"><li>• GitHub</li><li>• Google Drive</li><li>• Microsoft Teams</li></ul>
Operating System	<ul style="list-style-type: none"><li>• Windows</li><li>• Apple</li></ul>
Editor Programs	<ul style="list-style-type: none"><li>• Visual Studio Code</li><li>• Balsamiq</li><li>• Canvas</li><li>• Video editing (Final Cut Pro X)</li></ul>


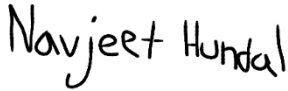



Editing Style	<ul style="list-style-type: none"> <li>• Commenting for every function/params, constructor, brackets, commas, etc.</li> </ul>
Additional Considerations	<ul style="list-style-type: none"> <li>• Trello, Asana, JIRA, Excel for task delegation and project management</li> </ul>

#### 4. Expectations from Team Members

Expectation	Consequence if not met
Attend all scheduled meetings unless otherwise notified of unavailability	Explain why you were unable to make the meeting on video to the rest of the group
Be respectful to one another	Kicked out of meeting for 5 minutes to think about their actions
Complete expected tasks before meetings	Collectively shamed for 2 minutes
Be open to contributing new ideas and listening to peers	Be put on the spot and specifically asked about their ideas
Communicate with team members	Intervention where a plan is made to help increase their communication skills
Criticize ideas, not people	Kicked out of meeting for 5 minutes to think about their actions
Ask for help in a timely manner (not right before the deadline) and be open to helping others	Collectively shamed for 2 minutes and must explain to the group on video what they were having problems with

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All team members participated in formulating the standards, roles, and procedures as stated in this contract. We understand that we are obligated to abide by these terms and conditions.

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| 1) | <br>_____<br><b>GABRIELLE (GABY) GONZAGA</b> | _____<br>September 21, 2020<br>_____<br><b>DATE</b> |
| 2) | <br>_____<br><b>NAVJEET HUNDAL</b>           | _____<br>September 21, 2020<br>_____<br><b>DATE</b> |
| 3) | <br>_____<br><b>THIEN-KIM NGUYEN</b>         | _____<br>September 21, 2020<br>_____<br><b>DATE</b> |
| 4) | <br>_____<br><b>CHEVY SIOBHAN O'DELL</b>   | _____<br>September 21, 2020<br>_____<br><b>DATE</b> |
| 5) | <br>_____<br><b>MANNY RODRIGUEZ</b>        | _____<br>September 21, 2020<br>_____<br><b>DATE</b> |