

## **6.170 Project 4 Team Contract**

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### **Administrative Roles**

There are a few administrative roles that will be present throughout the entirety of this project. We have taken the initiative to assign these roles before the start of our project. Here are responsibilities and the team member assigned for each responsibility:

- Create agendas for mentor meetings in Google documents: *Nick*
- Schedule meetings with whenisgood at the beginning of each milestone period: *Jessica*
- Take minutes during mentor meetings: *Hyungie*
- Check on progress of assignments: *Nick*

### **Expectations**

In order to ensure every team member is always on the same page, we will meet at the start of each milestone period in order to agree upon what we expect to complete at the end of the period. We intend to be proactive about communication by maintaining availability online, especially with emails. A GroupMe has been created in order for communication via texts. Beyond virtual communication, we also hope to work in person around one another whenever possible.

Everyone on the team is aiming for a grade in the range of an A to a B+. In order to achieve this, we will discuss our expectations for our progress report at the start of each milestone period. We have a commitment to these expectations that we set rather than a commitment to setting aside a specific amount of time per week.

We have also decided upon our priorities upfront:

1. Interviews/Jobs
2. Classes where a team member holds a TA position
3. Classes and Assignments for 6.170

This priority list demonstrates that we do have certain tasks we consider more important than immediate assignments in 6.170. However, we do expect at the end of each week and each milestone period to have every team member complete their set amount of work.

### **Policy for Disagreements**

Our policy is to be upfront about every issue, both minor and major. If there is a real problem, we plan to discuss it in depth. If the problem cannot be resolved, we will use majority rules and further deliberation if there are ties.

We have addressed the situation when a team member does not pick up their assigned amount of work during a week. During this situation, we are to remind the team member of the contract that we have

agreed to and the grades we are working towards. Given that this is expected to be a rare occurrence, the other team members would help pick up the slack if this issue cannot be reconciled. If a member has slacked off for a given milestone period, then the member is also expected to step up for the following milestone period.