Team Contract

E-IDEA Teamwork Program

McGill | E-IDEA Engineering Inclusivity, Diversity and Equity Advancement

Team #/name:	Team 8
Student names:	Vincent He, Toufic Jrab, Dongtai Huang, Zhengxuan Zhao, Lince Ketchate

Instructions

Write your names and outline the expectations and agreements that your team would like to adopt throughout the semester. Be clear and realistic; this is not about "looking good", it's about setting yourselves up for success. Make sure all teammates get to weigh in on these decisions, regardless of in-class attendance. Each team member should sign this document (e-signatures are ok), indicating acceptance of these expectations and a shared intention to fulfill them.

Contract

As a team, decide on how you will address the questions below. Write a brief description of the decisions you have reached. Feel free to add visuals, quotes, memes, etc. If it serves your team, you can include it in the document.

Who is the team?

Name	What is one strength you bring to the team?	What is one skill you would like to improve upon?	What is one concern you have about working in a team?	Tell your teammates something about yourself (optional)
Zhengxuan Zhao	Coding	Documentation ability	nope	I love 🎣
Vincent He	Ideation	Using coding tools	Equal workload	I am from Vancouver BC
Lince Ketchate	Documenting	Debugging	Everyone doing their work on time	I'm a dancer

Marshall Huang	Creativity	Coding skills and Gradle	Team cooperation and coordination	10 k trophies in clash royale
Toufic Jrab	Leadership	Coding & deployment	Finishing without stressing about the deadline a day before	Love hiking + podcasts at the same time.

Roles & Responsibilities

What are the roles needed for this team to be successful?

Product manager (1x)

Programmer (5x)

Documenter (5x)

Tester (4x)

How are we assigning these roles?

Everyone will be a Programmer and a Documenter.

Testers: Eric, Vincent, Lince, Marshall

Product Manager: Toufic

How will we keep each other accountable?

Weekly meeting (offline or online) at 1-2h approximately at the very least. More meetings closer to deadlines.

Everyone agrees to at least 4h of work by themselves each week especially for bigger deliverables, with objectives in tasks & scopes defined. Such tasks can be defined and allocated by any member to any other person in GitHub; we will be having pre-set tasks in GitHub, but this allocation would follow the Agile method of iterating and having standups to discuss progress.

The sprint will be defined as 1 week wherein we report in each weekly meeting (defined above) the end progress of allocated tasks.

We might have additional meetings for casual collaboration and coding together as needed.

Product Manager would facilitate the conceptualization of the said objectives & scope to keep team on-track and making sure we have a reasonable quality standard.

How will we keep ourselves organized as a team?

   (Ex. Goals, timelines, tracking tools, etc.)

We will be communicating over Discord for online meetings/standups. Furthermore, we plan on utilizing GitHub task management system for To-Dos and raising issues in code as we go along in more technical depth for any person to the other. Milestones on the issues tab on GitHub will also be utilized.

Timelines and workflows will follow the Agile method with 1-week sprints where the scrum master (the Product Manager) would facilitate the collective discussion and distribution of tasks and to have timely work.

Communication

What is our preferred means of communication?

   (Ex. email, Discord, WhatsApp, etc. If more than one platform is selected, please explain when/why/how it will be used)

   a) We will communicate via:

           a. Discord

b) Our expectations for response-time between communications is:

    a. A few hours

What are the measures our team will take to minimize miscommunication? *(i.e. don't multitask, active listening, etc.)*

Ask questions if unclear

Tag everyone to not miss important announcements

Teamwork would be divided in system-level (backend vs frontend) and the teamwork should not rely on the entire team for a specific task but instead on the people in said system. That way, the pair dedicated to the system can push deeper and resolve issues while discussing it in a specific discord channel for anyone to chime in if needed.

If we feel the need to speak with the course instructor about an issue or team problem, what is our team's norm?

(Ex: To address one another first and then go to instructor; go straight to instructor; a case-by-case basis? Provide an explanation for your decision)

We would raise small warnings/reminders at the beginning as we approach the deadline to have a task to be done well by a said time. Otherwise, in the extreme case that the person didn't contribute anything by the deadline (or day of), we would have to raise it to the instructor.

Psychological Safety

What are three actions our team can take to foster psychological safety in the team?

1. Inclusive environment for creativity and questions and feeling at ease within the team to cultivate good work ethics.

2. **To avoid having warnings/reminders that lead to tension amongst the team:** Follow the tasks of your sprint and have a working version of some kind. That way, the team doesn't feel behind and stressed closer to deadline.

3. Members value each other's contributions, especially in bringing unique strengths and in the decision making for the direction of the project.

Decision Making

Identify potential obstacles your team may face in terms of decision making.

Disagreeing without resolving the issue.

Not involving each person as much as they want to.

If divided into sub-teams, high level decisions should be brought up at the end of each sprint.

How will your team ensure that your decision-making processes are accessible and equitable?

Respect and help each other out as much as is needed.

Celebrate

Describe ways the team will support and celebrate each other.

High five type agreement and be chill with each other, just enough to get good quality work done and be happy and learn collectively.

Summary

1. In summary, we agree to work in disciplined coordination for the purpose of this project's success and being a hallmark of our course.

   (Fill in the blanks, describing your choices openly, in whatever format suits you best)

2. Please include any further comments:

    We all agree and discussed this between each other.

As a team, we have discussed the above questions and consent to the agreements. If we encounter difficulties, we will speak with one another and seek help from the Teamwork Program Facilitators and/or the Course Instructor. We recognize that this project is a learning process.

Signatures:

Vincent He

Marshall Huang

LinceK

Toufic

Date: September 25, 2025