Team Contract

Section 1: Team Name and Mission

- What is your team name?
    - Our team's name is "MAD SABINO", derived from the first letter of the team members' first names (Miguel, Alex, Dawson) , combined with the name of the robot device the project is tied to, called the BLUE SABINO.
- What is the mission of your team in 1-2 sentences?
    - Our team's mission is to build a virtual environment displayed on a monitor that contains an arm and hand viewed in 3rd person view. The environment should support a multitude of configurable tasks to be completed using the BLUE SABINO arm to interact with the virtual environment.

Section 2: Membership

- Who are the team members?
    - The team consists of: Alex Peña, Miguel Villanueva, and Dawson Hill.
- What consultants/mentors/instructional staff are associated with this team?
    - There are no consultants or mentors associated with the team. Bruce Bolden is the instructor overseeing the team.

Section 3: Roles and Responsibilities

- Who will be in charge of your budget?
    - Miguel
- Who will be the primary client contact?
    - Miguel
- Who will organize team meetings?
    - Alex
- Who will be in charge of keeping team documentation?
    - Dawson
- What other roles are critical to team success?
    - n/a
- How will roles be selected/assigned?
    - If any other roles are thought of, team members will discuss who wants to /should take on the responsibility.
- What are the key responsibilities associated with each role?
    - n/a

Section 4: Team Relationships

- Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.
- Members will:
    - Be respectful
    - Listen to each other
    - Put their best foot forward
    - Keep in communication with each other
    - Trust themselves, and other teammates
- Members will NOT:
    - Be disrespectful
    - Ignore each other

- Wait for others to pick up the slack
- Avoid communication
- Devalue themselves, or their teammates

Section 5: Joint Work

5a. Purposes of Joint Work

- Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.
- Members will:
  - Work as a group
  - Keep each other informed
  - Contribute their ideas
  - Be willing to offer/accept constructive criticism
  - Disseminate tasks as to help avoid overlap during programming
- Members will NOT:
  - Do everything on their own
  - Leave others in the dark
  - Stay quiet when they have a good idea
  - Bring up overtly negative comments, or be hesitant to give honest feedback
  - Avoid team communication when working on code

5b. Team Meetings

- Team meetings are an important example of working together.
- Where and when will the team meet?
  - For the meeting with only team members, we are meeting every Tuesday at 5:00 PM on the first floor of the library.
- What components are required in team meeting agendas?
  - Goals
  - Discussion Items
  - Bringing up things that people have been working on
  - Current tasks/ what each member will be working on until the next meeting
  - Any import client updates
- How will meeting minutes be taken/circulated?
  - A Gantt chart/spreadsheet seems easiest for tracking meeting minutes
  - When meeting with our lead instructor and/or client, email will probably work best
  - Alex will write down the minutes for the meeting on paper or on laptop, and then circulate the minutes to the relevant members of the meeting.

Section 6: Individual Work

- Team members are expected to work alone in many cases to complete work important to the team.
- How will work assignments be made?
  - Following meetings, general goals will be hashed out and most likely disseminated amongst ourselves; work assignments will be derived from this process.
  - Work assignments will also be related to progression towards some requirement from the client
- How will quality expectations be established and verified?
  - We will most likely use GitHub to keep track of changes, from this we will be able to see if the quality of work added to the project works and matches our quality of expectations as a group.
  - The quality can also be verified through checking against the requirements of the project and ensuring the relevant requirement(s) are met.

- How will due dates be established and verified?
  - From meetings, we will set up milestones to tackle and verify if we were able to meet those goals the following week.
  - As we will most likely use a Gantt chart, due dates will also be established/verified using the chart
- How will status of work in progress be communicated?
  - GitHub, Discord, Milestone spreadsheet, etc.
  - For bigger milestones, direct communication with the client may be neccesary

Section 7: Documentation and Communication

- The team must maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to one another and key project stakeholders.
- What individual documentation will be kept?
  - Logbooks
- What team documentation will be kept?
  - Minutes from meetings
  - Any import documentation from the client
  - Code comments
  - Research
  - Sources
  - All relevant course documents
- What is the process for communicating with other team members?
  - Private discord server
  - Also, as a backup, we have each other's phone numbers and emails to communicate with as well
- What is the process of communicating with your client/outside stakeholders?
  - For communication with the client, Miguel will be our main point of contact. Therefore, if there are any questions or ideas we wish to take up with the client through quick chats or emails, we will designate Miguel to make these communications.
  - If a bigger decision is needed, a whole team meeting with the client can be set up

Section 8: Conflict Resolution

- The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.
- What process will be used to address conflicts?
  - Team members will listen to one another and respectfully talk things through to resolve differences
  - The team member not directly involved in the conflict will also be available to help resolve the conflict.
- How will team dynamics be communicated to instructors/mentors?
  - In person
  - Through email
  - Meetings
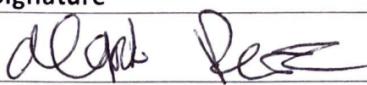
Section 9: Amendments

- Where will this team contract be kept?
  - Physical copies with team members
  - An online drive, either a personal google drive, or the school's OneDrive
- How often will the contract be reviewed?
  - Depends
  - A soft timeframe can be every two months, and if any pressing matters come up, sooner.

- How can the contract be amended?
  - If a small amendment is needed, team members will discuss the changes beforehand, and agree to the amendments. For larger amendments, a team meeting can be held to discuss any changes.
  - When the contract is updated or amended, there should be notice of when such amendment took place.
  - Additionally, the original or previous contract should be kept

Section 10: Affirmation of Compliance

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

Name	Signature	Date
Alex Peña	*[signature]*	09/09/2021
Miguel Villanueva Dawson Hill	Miguel Villanueva	09/09/2021

(Dawson's signature and input needed)