Team Contract

**1. Team Goals**

|  |
| --- |
| *Not fail. (e.g., get a good grade, make a visually appealing application, create a useful application, etc.)* |

**2. Team Roles**

All team members must contribute to the code base and understand all documents submitted by the team. Other roles can be assigned to individual team members based on their strength or on a rotating basis. (Your team may start by rotating roles and then assign based on strength.)

**Code Reviewer:** **Liam Miller**

(Provides feedback on the quality of all code submitted to the code repository. Some require a code review before the code is added to the code repository.)

**Team Lead:** **Guransh Mangat**

(Decides what the team will work on based on input from all team members.)

**Meeting Facilitator:** **Bassel Hasan**

(Organizes time/ location of meetings, ensures meetings stay on track, and all team members can and do contribute during meetings.)

**Code Repository Manager:** **Guransh Mangat and Yihan Wei**

(Sets up code repository, versions code for the various deliverables, helps other team members use repository, ensures code in repository compiles and runs.)

**Coordinator:** **Bassel Hasan**

(Follows up with individual team members to ensure deadlines will be met or if meetings or deadlines are missed.)

**Technical Writer: Yihan Wei**

(Creates documentation required for project such as README file and test document.)

**Architect:** **George Abouseta**

(Manages overall design of implementation and classes and maintains class diagram and other UML documentation.)

**3. Team Communication**

First discuss the communication tools each individual team member uses in their lives on a daily basis. Then decide what communication tool you will use as a team. This may be a new communication tool or something that all team members are already using.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Bassel | Liam | Guransh | George | Yihan | Team Communication tools |
| Texting | **✓** | **✓** | **✓** | **✓** | **✓** | **✓** |
| Phone calls |  |  | **✓** | **✓** |  |  |
| E-mail | **✓** | **✓** | **✓** | **✓** | **✓** | **✓** |
| D2L team discussion board |  |  |  |  |  |  |
| WhatsApp | **✓** |  | **✓** | **✓** |  |  |
| Slack |  |  |  |  |  |  |
| Skype |  |  |  |  |  |  |
| Google Hangout |  |  |  |  |  |  |
| Facebook (messenger) | **✓** |  | **✓** |  | **✓** |  |
| Discord | **✓** | **✓** | **✓** | **✓** | **✓** | **✓** |

**4. Team Meeting Schedule**

It is recommended that you set aside 2 hours each week for a team meeting. Teams are formed to ensure that most teams have a 2 hour time block where all team members are available.

Meeting time:

**Tuesday 11am to 4pm**

Meeting location:

**TFDL 3rd floor**

(Location on-campus, off-campus, virtual (specify tool used), etc.)

Standing meeting agenda:

1. **Update from all team members about what was contributed over the week - 15 mins**

(eg: update from all team members – 20 min)

2. **Identify problems that need to be resolved - 20 mins**

(eg: identify problems that need to be resolved (based on update) – 20 min)

3. **Discuss and organize meeting tasks - 25 mins**

(eg: discuss/prioritize upcoming tasks – 10 min)

4. **Design work to be completed and assign to individuals - 60 mins**

(eg: design work to be completed and assign to individuals – 50 min)

**4. Expectations from Team Members**

Prevent unnecessary conflict by setting clear expectations.

*If you can’t make it to a team meeting then*

**Let the coordinator know beforehand and keep yourself updated with the results of the meeting whether through asking the coordinator directly or team chat. Also let the team know if this might end up as a frequent occurrence because the meeting time is not optimal for your schedule. The team can then re-evaluate if a better time is possible to suit everyone’s schedule.**

(eg: let coordinator know as soon as you know you can’t make it and ask coordinator for results of meeting)

*If you have problems completing your part of the code for the project then*

**Contact architect to discuss any of your problems with the coding; where the problem lies, why you believe the problem is occuring, and lastly discuss together any ideas on how to fix the problem. If you are still stuck on the problem after discussing with the team architect, ask for help from the rest of the team or seek advice from the professor or TA. Don’t leave until the second last day or last day before deadlines to ask for help.**

(eg: contact architect after struggling with the problem/code for 30 minutes without results and at least 48 hours before your share is due.)

*If you haven’t contributed any ideas during the meeting yet then*

**Meeting facilitator will ask you if you have any thoughts/ideas to contribute during the meeting. If member doesn’t have any ideas to contribute until after the meeting is complete and the group has disbanded, they can be shared afterwards through the team communication channels.**

(eg: meeting facilitator will ask for your ideas during/after the meeting. Let facilitator know if this is problematic for you ahead of time.)

*If you have so many ideas that you have spoken for most of the meeting then*

**Meeting facilitator will kindly ask you to hold your thoughts and give other team members a chance to share their ideas. If there is time remaining after the other members have spoken, the thought can be brought up then, otherwise they can be shared through the team communication channels afterwards.**

(eg: meeting facilitator will ask you to hold your thoughts and give other team members a chance to speak.)

*If you see that code contributed by another team members is incorrect or could be improved then*

**Mistake: Inform the team member of the mistake, and if required explain how the mistake can be fixed.**

**Can be improved upon: Explain to the team member how their code can be improved upon, then, if the team member would rather keep the code unchanged, the team will decide whether or not a change is required.**

(eg: you’ll explain why the code is incorrect and how it can be improved but the team will decide if changes are required.)

Other expectations:

**Meeting facilitator is expected to keep note of what is accomplished during a meeting.**

**5. Signing**

If any team member does not meet these expectation, this team members should be reminded of this contract and this should also be reflected in the peer evaluations.

Names of team members that have read and agreed with all parts of this contract:

**Bassel Hasan George Abouseta Yihan Wei Guransh Mangat Liam Miller**