SWARE'S TEAM AGREEMENT

Version 1

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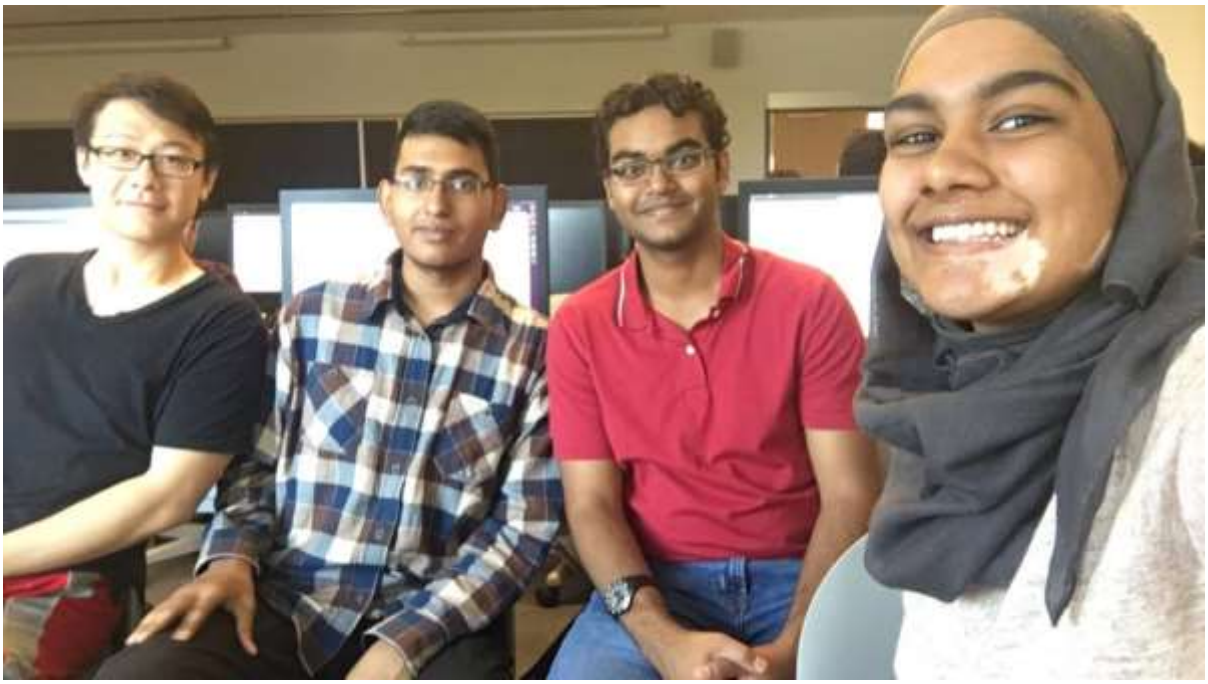
Contents

SWare: Our Team



SWare is a group of computer science students at the University of Toronto Scarborough campus. The name 'SWare' is a combination of 'smart software', which is what we plan on developing. In this semester of CSCC01, the Introduction to Software Engineering course here at UTSC, the project we were given is to create software to help professors, especially those in the math/statistics field, provide engaging online homework assignments better equip their students.

Team Goals

In the upcoming weeks we hope to work together in a team of complementing strengths and propose a new and exciting idea to our client, Sohee Kang. Our goal is to produce a consistent, weekly stream of new features and eventually build an innovative application which engages students through the many unique features. We also want to ensure that we achieve the highest level of team collaboration and effectiveness through the execution of the agile methodologies learned in class. Overall, we want to produce a learning experience where we all grow as individuals while also contributing to a relatively large project efficiently and with good teamwork.

Who are we?

Here's a quick introduction from each of our members!

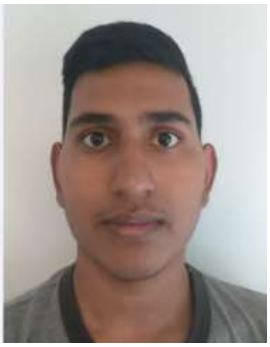
– James Bhagoutie –

My name is James Bhagoutie. I am a 5th year student at UTSC, studying biology, psychology, and computer science. I am a creative individual who enjoys learning new things from a large variety of subjects. I enjoy integrating ideas from different subjects when working on projects or tasks, and I feel that computer science is an effective way to do that. When it comes to programming, I have experience with Python, C, and Java, and have some experience with BASIC and HTML. A personal project I am proud of is an encryption program that uses the DNA translation process to convert string messages to DNA base sequences (for example, ATCGT) and vice versa, which could be used to help people understand how DNA works, or to encrypt sensitive information. My future goals are to continue developing my computer science knowledge and skills so that I can integrate different subjects in new and useful ways.

– Lina Refai –

My name is Lina Refai, a third-year student at the University of Toronto. I'm currently studying Computer Science with an interest in specializing in the Software Engineering field. I believe myself to be an individual with many interests including the field of classical studies, particularly that of the Greco-Roman age. My experience in the field of technology includes basic knowledge of Java, C and Python and an internship that focused on the Software Development Life Cycle that I believe will be an enormous help in the coming weeks on this project. I believe myself to be an easygoing individual, with great interpersonal skills and an open mindset which I hope will enable me to be a valuable asset to the team. In the future, I aim to combine my knowledge of CS with facets of my life that interest me in hopes of sharing it with the world.

– Shadman Shadid –



My name is Shadman Shadid, I am a third-year computer science student pursuing a specialist in the software engineering stream. I have spent 3 co-op work terms in IT industry where I got to see the software development life cycle in real-life applications from the perspective of a QA analyst and Software developer. I believe my experience gained from working will be important to the team when it comes to executing the important parts of the SDLC. I also have experience communicating with managers and users unfamiliar with the technical details of the product which will be useful when dealing with the user for this project. Having dealt with databases at work and courses such as CSC343, I can help my team get a head start on dealing with the data storage and manipulation that is essential for our application.

– Weiqiang Zhang –

Hi my name is Weiqiang Zhang. I'm a third-year computer science student at UTSC. I love tackling new challenges that takes me out of my comfort zone to improve myself on my weak points. Being in computer science there are no courses that improves communication skills, so to change that I decided to join DECA. Joining DECA not only helped me make friends and trained my improv abilities, it also made my much more active when it comes to completing my work. On my free time I like going to the gym and coding. Going to the gym helps me lessen the stress from university and feeds my hunger for daily improvement. I often explore new ideas that interests me, write the idea on a to-do list and research what I can do to make it happen. An example would be my love for video games, I took the time to learn how to create a unity game using a tutorial. Over the course of a couple of days I developed my own infinite side scroller.

Strengths of SWare!

Our team members are an eclectic mix of students that bring forth numerous benefits. Lina has experience with project management and a theoretical understanding of agile development. Shadman has real-world experiences working as a developer and a QA and can help the team coordinate the communication processes with the client and users. James brings the perspective of students that have interacted with various homework applications, having also done STAB22 with Sohee Kang, our client, while using WebWork. Finally, Weiqiang has had experience developing an app with a team as he spent the summer working on the TAid application with Professor Anya.

After a week of meetings, text conversations and a meal, we've gotten to know one another and can engage in healthy discussion to make group decisions effectively.

Communication

Methods of communication:

Our primary method of communication is going to be two in person meetings weekly, with Facebook Messenger as the online tool we use. Skype will be a fall back if in person meetings are not possible, and Slack and email will be used for important notices and communication with the TA.

Primary methods of communication, namely Messenger, will be allowed a response time of two hours for any messages received before 11:00 pm. After 11:00 pm, a response time of 10 hours is allowed. Mandatory meetings will be held every Tuesday 2:00-2:30 pm and Thursday 5:00 – 6:30 pm at IC 406.

At 1:00pm on Mondays there will be an optional meeting to review the final submission. Professor Sohee Kang's office hours on Wednesday 1:00 – 2:00 pm will be optional based on availability and need.

Meetings:

Mandatory meetings will be face to face. However, we will have daily online check ins. Each person is expected to record updates on Trello on their goals and current situation.

Tuesday's purpose will be to plan our next steps/goals for the upcoming week and discuss identified problems with the submission on the previous day if applicable. Each member is expected to update Trello with their weekly goals prior to the Tuesday meeting and have a firm idea of where in the project cycle the team is in. Thursday's purpose is for each team member to update the rest of the team on individual progress, prep for the weekly interview and discuss any identified problems. On Thursday, team members are expected to have had some progress from Tuesday and be ready to prep the rest of the team on what is going on in their individual work.

Division of Work

We need to ensure good version control policies are followed. Common mistakes like unnecessary files should not be committed. Additionally, commit messages will be kept as short and precise as possible when describing the changes. However, large changes and additions should have enough points in the commit messages to clearly explain the situation.

The entire team decided that web development was not an option since we did not have prior experience. One of the methods to ensure responsibility of individuals is meeting following the week's deliverable where we divide the following week's work on Trello based on student strengths and difficulty of tasks. It is extremely import that at this stage we set clear and reasonable goals for ourselves and for our team through this management software.

Deliverables

Our first submission biweekly on team deliverables must be committed to GitHub by midnight on Sunday. We will then proceed to edit and review on Monday at 1:00 pm by the teammates available at that time, everyone except James. If needed, a final review will be done at 4:00 pm James to deal with

any urgent issues. If a team member drops out, we would immediately meet with our TA and discuss the impacts on our deliverables and come up with alternative solutions together. If a team member falls seriously ill, the group will have a meeting to discuss how to divide the sick member's work, and reassess future goal timelines. Meeting with a ta in this case would only be of long-term sickness where the team member will have serious setbacks in their contribution. If a team member consistently skips mandatory meetings, we need to schedule a meeting with the team member if possible or meet with the TA as soon as possible to discuss their behaviour. If a team member is academically dishonest, the rest of the team must report it to the TA or the instructor immediately as it can cost the whole team heavily if not done in time.

CSCC01 Team Expectations Agreement[1]

When working in a team, problems occasionally arise. One source of problems is the differing expectations of team members. For example, one person may think that an email response should come within 2 hours, while another may think that 2 days is acceptable.

To start off the project, your team will establish team expectations. In the space below, write down the list of *agreed upon guidelines* that your team intends to follow. Include guidelines for the following:

- methods of communication (email, phone, messenger, text, ...)
- communication response times (email, phone, messenger, text, ...)
- regular meeting times,
- meeting attendance (when to meet, whether all meetings are mandatory, ...)
- running meetings (when, where, face-to-face vs. online, who takes minutes, ...)
- meeting preparation (whether preparation is needed, what to prepare, ...)
- version control (what to/not to commit, content of log messages, ...)
- division of work (how to divide work, who will decide who does what, ...)
- submitting work (when to submit, who will submit, who will review the submission, ...)
- contingency planning (what if a team member drops out, what of a team member is sick for a significant period of time, what if a team member consistently misses meetings, what if a team member is academically dishonest, ...) We suggest that in these cases, a team promptly seeks help from the team TA or the instructor. It is important not to let such situations escalate.

The list above is just meant to get you started. If you had any team problems in the past, think about what went wrong and how expectations can be set to prevent those types of problems.

(Continued on the other side.)

[1] Based on *Turning Groups into Effective Teams*, Barbara Oakley et al., 2004.

We accept these guidelines and intend to fulfill them (sign below):

Review the guidelines with your TA and decide which member of your team will keep this form. In the event of team disagreements, you may be asked to show this form to your instructor.