

eeecs 441 Team Commitment Contract

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Team Norms & Expectations

As a team, it is important to name norms and expectations that you share moving forward. These agreed-upon norms will guide behavior and enable accountability as the year progresses. The specifics are important.

Team email address

Create an MCommunity group email address for ALL students in your team. Do not include the teaching staff. This address will be used to give you access to your team grade sheet. To ensure access, set "Sent to Google UMich" to "Yes".	greenthumbgroup441@umich.edu
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Team member work patterns

Some students like to work late at night, others are early risers and prefer to work in the mornings. Some students work best on a tight deadline, others prefer to work ahead as much as possible. Discuss as a team and share your personal work habits and tendencies.

Generally: afternoon-evening workers, use when2meet to coordinate timings for meetings. Also all on Eastern Time.

Use of communication channel

Frequency of response: how much time is reasonable for email and slack responses when communicating with each other on the team?	<ul style="list-style-type: none">• 4 hours during waking time• 12 hours during sleeping hours
Tone and usage: how will you indicate if something is urgent? What type of discussions can happen in group vs. what type discussions should happen one-on-one?	<ul style="list-style-type: none">• Indicate urgency clearly in the message. DM if no response.• Group are more for general and discussions, one-on-one is more for

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	specifics with another person/sub-division
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Work-together time

When will your team get together to work on the project each week?

Even if you decide to set aside time for sub-teams to meet, you **MUST** still have an “all hands” meeting to work out the interfacing between sub-teams.

CoE time expectation: 16 hours/week for a 4-credit course, incl. class time.

Based on previous years experience, successful teams who have earned the highest grades schedule time and work together for at least 4 hours per week outside of the faculty meeting time. The remaining hours are spent on individual efforts.

Who will be working together	Day	Time	Location
All hands meeting time (REQUIRED)	Saturday	1 pm	Online
Subteam / Individual meetings	TBD	TBD	Online

Punctuality

What is your expectation for punctuality at team working and meeting times?	- Within 5 minutes of starting time, unless good reason given by notification
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Meeting management

How will your meetings be run? Will you ever cancel a weekly meeting? How much advance notice is required to cancel work-together meetings? For activity grading, we will review your weekly meeting agendas, minutes, and action items and task assignments. You are required to prepare an agenda prior to each meeting, take minutes during the meeting, and record your action items and task assignments upon conclusion of the meeting. You must then post the agenda, minutes, and action items/task assignments on your agile board (Trello).

- Meeting runtime: recap, evaluate / address action items, assigning/doing work
- We will cancel if there are extenuating circumstances, notice will be given based on that

Decision making

How will your team make decisions? All collaborative? At some point will you give autonomy to certain members? How will you communicate decisions that are made to one another during independent or subteam work time?	<ul style="list-style-type: none">• Overarching decisions (backend+frontend, app focus, logistical) are all team with a vote if needed• Mostly subdivisions will handle their own work
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	<ul style="list-style-type: none">Major subdivision decisions will be relayed back to entire team if necessary
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Project Manager

Will you appoint one person for the term or will you rotate the role?	One person will be appointed the role for the entire term.
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The PM serves as the project lead/scrum manager; turns in all team assignments; manages the project plan and timeline; delegates tasks; ensures project milestones and deadlines are met.

All team members must review and approve all assignments prior to submission by the Project Manager.

Due to the relatively small size of 441 projects, the PM role cannot be exclusive: even if you appoint one person to be the PM, they MUST also contribute code.

Fail fast, fail early, fail often

When a team member realizes they are stuck and cannot meet deadline, when must they inform the rest of the team?	<ul style="list-style-type: none">After 2-4 hours of no progress on issue or when the issue escalates beyond expectationsNotify other members of issue as soon as possible
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Effort expectation

Some students strive for A+, others are happy to pass the course with a C. Have you had an honest discussion among yourselves as to what each member expects from the team? (Y/N)

- Everyone wants an A

Team conflict

Occasionally, there will be interpersonal team conflicts. How will you handle them? E.g. first discuss with the team member in person? When would you escalate to your GSI/IA or faculty?

- If it is related to technical issues, then bring it to the rest of the subdivision/team

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- If it is on lateness/absence of work project manager will DM them and hopefully bring them into line.
- If it escalates beyond that we will have a full team meeting plus then notify GSI/IA

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Cause for dismissal


Following are expected team member behaviors. A demonstrated inability to follow any one of these expectations will be sufficient cause for dismissal from the team, requiring withdrawal from the course or resulting in a failing course grade.

1. Team member did not complete a task that was assigned to them and did not:
 - promptly alert the team and teaching staff that they were struggling
 - reach out for help to another team mate or teaching staff when struggling
 - document their attempts to complete the task
 - acceptable documentation: several git commits over the days leading up to a deadline, with code showing that the member had put the time and effort into attempting the task rather than fail to complete the task due to procrastination and lack of effort.
2. Team member failed to respond to messages from other team members within the “Frequency of response” stipulated in this Team Commitment Contract and did not:
 - warn the team of a family or medical emergency that would leave them unable to communicate
 - provide teaching staff with a proof of medical/family emergency as reason why they were unavailable
3. Team member failed to show up, call in, or participate in 2 or more team meetings and did not:
 - warn the team of a medical or family emergency that would leave them unable to attend
 - provide teaching staff with a proof of medical/family emergency as reason why they were unavailable
4. Team member failed to conduct themselves professionally and collegially. Professional and collegial interaction and behavior means civil interactions with other team members; it is not acceptable, for example, to yell at or openly insult other team members during group meetings or showing other disrespectful attitudes.

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Team member signatures

By signing electronically below, you are attesting that you have read this whole Team Commitment Contract, that you have been part of the discussion on each item listed in the Contract, and that you swear to abide by the decisions documented herein.

Member name	username	Signature
Logan Suarez Parmer	losupa	Logan Suarez Parmer
Achintya Kattemalavadi	akattema	Achintya Kattemalavadi
Megan Worrel	mworrel	Megan Worrel
Brian Lou	louyi	
Zeke Bass	zbass	Zeke Bass
Joe Riggs	jpriggs	Joe Riggs
Tiger Shi	oponn	Tiger Shi