*eecs*441 Team Commitment Contract

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".	InveztApp@umich.edu

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.

Start everything as early as possible, and set tight deadlines on smaller tasks. Would like to try to model an AGILE team, with stand ups twice a week. During standups each person would discuss which tasks they've completed, which ones are in progress and when they'd have them done, and which tasks still need to be addressed afterwards. Our team primarily works well later at night, but we would like to try to work earlier in the day.

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?	Some type of response within 3 hours during business hours; within 24 hours outside of business 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?	For urgent, @channel on slack in all caps "**URGENT**" Big group- major design details

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	One-on-one - small implementation details

Work-together time

When will your <u>team</u> 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**)	Mondays	10am-12pm	Google Meet
Second standup (**REQUIRED**)	Thursdays	12pm-1pm	Google Meet
Sub-team (**REQUIRED**)	TBD	1 hour/week	Google Meet

Sub-teams - pairs based on roles - will schedule their own weekly meetings to check in on more detailed tasks that do not concern the major team. They will likely meet more than an hour/week, but they will meet minimally an hour a week.

Punctuality

What is your expectation for punctuality at team working and meeting times?	Within 10 minutes of meetings over 1 hour in length, within 5 minutes of meetings shorter than 1 hour. If a team member will be later than that, they must inform the group.

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).

Meetings will always start with a "stand-up" discussion of tasks completed/in progress. Then go over issues any team mates are having, the rest of the meeting would be dedicated to group work. Meetings can be canceled with 5 out of 6 votes,

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24 hours before the scheduled meeting. In the case of unforeseen circumstances, team members must send a message in the slack that they must miss a meeting, and send an update on their progress for all tasks. Team members cannot miss more than two meetings consecutively.

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?	Major design decisions need a 4/6 majority in the group. Smaller implementation details need the approval of both subteam members. These decisions have to be communicated through slack & standups. If 3 or more team members voice a concern, it will go to a big vote.

Project Manager

Will you appoint one person for the term or will you rotate the role?	Tiana Brandon

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 the deadline, when must they inform the rest of the team?	Within 24 hours of wall-clock time of realizing they are stuck. They may specify whether they are making progress, or not. In the event of making progress, the team will give them 1-2 days to figure out the issue. If not making progress, a team member will start trying to help.

Effort expectation

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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)

Y, team wants at least an A-, but would prefer to put in the effort for 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?

First attempt to address the issue one on one, if this isn't possible, the team must be notified to have a discussion about both perspectives and then act as facilitators in trying to resolve the conflict. If this is unsuccessful, and the team feels like this will impact the work/team dynamic, then we will reach out to our GSI or faculty.

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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 themself 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	uniqname	Signature
Nicholas Konovalenko	nkono	*Nicholas Konovalenko*
Ryan Drew	rsdrew	*Ryan Drew*
William Wilbur III	wilbwill	*William Wilbur III*
Jumanah Colvin	jmcolvin	*Jumanah Colvin*
Tiana Brandon	tiabrand	*Tiana Brandon*
Allen Hull	aahull	*Allen Hull*