*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".	iosappdev@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.

All members of the team prefer to work in the evenings after all classes are completed. When it comes to a timeline, we plan to try and meet deadlines in advance and not leave tasks till the last minute.

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?	1 waking hour for slack 2 waking hours for emails
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?	If something is urgent, a team member will call the team or @ the team on the groupchat. Group discussions can be to discuss changes to the overall product and one-on-one discussions can be to discuss

	specific implementations with people you are working with on a specific part.

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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**)	Saturday	5:30 PM	Online
All hands meeting time	Monday	6:00 PM	Online

Punctuality
What is your expectation for punctuality at team working and meeting times?	within 10 mins of starting time

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).

The meeting will be done over phone/laptop videochat. The Product Manager for the week will read off the agenda and take meeting minutes for the week. We will start the meeting with stuff that is done so far. We will then address issues with the current assignments, and end with tasks to complete for the coming week. There will be a reminder before a weekly meeting, and if we realize that a majority of the members cannot attend we will cancel/change the meeting. Most of our team members are relatively flexible in terms of changing meeting times if need be. If someone cannot make a meeting, that member needs to provide a reasonable heads-up/excuse.

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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?	Big product decisions would be discussed with the whole group and when the point comes to divide Implementation then members can have autonomy to increase speed.

Project Manager

Will you appoint one person for the term or will you rotate the role?	Rotational - One per week

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?	- If a teammate cannot make a deadline, they should alert the term ASAP.

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)

Yes. We are all expecting/willing to work for an A (full marks).

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?

Conflicts with a singular member of the team can be communicated over personal message. For bigger conflicts/dilemmas, the rest of the team can be consulted during the all hands meeting.

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
Sidharth Reddy	sidkr	Sidharth Reddy
Aditya Sadalage	sadalage	Aditya Sadalage
Anagha Raichur	anaghar	Anagha Raichur
Alan Noble	alantn	Alan Thomas Noble
Aditi Bhandari	aditibh	Aditi Bhandari