

# Team Contract

Your team's contract must include the following:

- Expected level of achievement and effort for each team member
- Personal goals for each team member
- Frequency, length and location of team meetings
- How quality of work will be maintained
- How tasks will be assigned, and what to do if deadlines are missed
- How decisions will be made and disagreements resolved

## **Expected level of achievement and effort**

We all expect to put in as much effort as possible. We also all expect to achieve a polished, final product by the end of this class.

## **Personal goals for each team member**

Yolanda: Improve web development skills like front-end & UI.

Lesian: Improve my design thinking and backend web development.

Victor: My goals are to improve at front/backend web development as well as conceptualizing goals.

Faaya: My goal is to solidify my understanding of the concepts covered in this class.

## **Frequency, length and location of team meetings**

Meetings will be scheduled as needed for deadlines at a location convenient to us (McCormick or Pi Beta Phi).

## **How quality of work will be maintained**

We agreed to write code that is easy to understand, ready for change and safe from bugs. In addition, we will follow good practices and accepted convention for the libraries and languages we use. We will hold weekly code reviews before our meetings with mentors, where each team member will show what they worked on for that week. The rest of the team will provide useful feedback and information.

## **How tasks will be assigned, and what to do if deadlines are missed**

We will divide tasks based on people's personal goals. Tasks will be assigned early on and we will discuss what each member personally wants to work on. We will evaluate each task's estimated completion time and assign them accordingly.

In the event that a deadline is missed, we will reflect on why the task could not be completed and adjust the next week's tasks accordingly. We plan on working as an effective team, so we will try to remain as positive as possible.

**How decisions will be made and disagreements resolved**

We will make decision as a team and resolve disagreements quickly. We will try to conduct meetings in person if a decision or disagreement needs to be resolved.