**CS297 P**

**Winter 2016**

**TEAM CONTRACT**

**Team Members:**

1) Sally Moen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Tim Cooper\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) Michele Tokuno\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) Brady Hyde\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Team Procedures** |

1. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

* Primary: Email/Text (if urgent)
* Chat/Discussion: Slack (https://waffle-offer.slack.com)
* Tracking: PivotalTracker (<https://www.pivotaltracker.com/n/projects/1565371>)
* Documents: Google Docs, Github (https://github.com/Zorch43/Waffle-Offer)
* In-person twice-weekly (in class) or as needed

1. List the contact information you will be using:

Brady: [bradyhyde10@gmail.com](mailto:bradyhyde10@gmail.com)

(541) 206-9166 (cell/text)

Tim: [Cooper.t.0043@gmail.com](mailto:Cooper.t.0043@gmail.com) (Mon-Sat)

(541) 782-2130 (home)

(541) 868-5177(Cell/Text)

Michele: [thewebupdater@gmail.com](mailto:thewebupdater@gmail.com)

(541) 968-4812 (cell)

(541) 747-8881 (home)

Sally: [sallymoen@gmail.com](mailto:sallymoen@gmail.com)

(218) 340-2238 (cell/text)

Dave Orian (Client): [dave@offthewaffle.com](mailto:dave@offthewaffle.com)

Lauren Russel (Mentor): lauren@mindboxstudios.com

1. How will you make decision (by consensus? by majority vote? What happens when someone disagrees strongly?):

Try for consensus, but if that fails we’ll go to a majority vote. This applies no matter the strength of disagreement.

1. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

We’ll start with an overarching plan for the project, including dividing up project silos (art, database, etc.). We’ll create a Google document (weekly) for each meeting and allow individual group members to add to their sections of the project as needed.

1. Method of **record keeping** (Who will be responsible for recording & disseminating meeting records? How will such record be kept/accessed?):

We’ll create a Google Doc folder for all records. One group member will be responsible for note-taking and record-keeping. Each group member will serve as the secretary for two weeks and then rotate.

1. Method of asset maintenance? How will your group store and update project assets (models, code, etc)? How will your group make sure that all members have access to up-to-date resources, and who will be responsible for this process?

* Google Docs for agendas, documents, etc.
* GitHub for project files (https://github.com/Zorch43/Waffle-Offer)

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| **Team Expectations** |

**Work Quality**

* 1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):

We expect each member to complete assigned tasks to the best of their ability and to the satisfaction of the rest of the group. If they are unable to do so, we expect members to make necessary accommodations.

* 1. **Strategies** to fulfill these standards:
* One group member will be in charge of managing main branch
* Another group member must approve pull request from a different member
* If merging branch into another member’s sub-branch, the member that owns the sub-branch is in charge of review
* ADD LOTS OF COMMENTS
* Provide context/documentation as often as possible

**Team Participation**

1. Strategies to ensure cooperation and equal distribution of tasks:

Divide the project into silos and assign to individual group members. We will also allow for flexible division of labor as needed.

1. Strategies for encouraging/including ideas from all team members (team maintenance):

Everyone will be expected to contribute to the weekly agenda for their section and to discuss each section during meetings or in the chat.

We will also create an “Open Suggestion” Google doc that will allow members to write down suggested features or ideas that might be interesting or fun to discuss.

1. Strategies for keeping on task (task maintenance):

Weekly updates/summaries during meetings will help keep members motivated and on task. We will also keep a Google Spreadsheet of features, who’s responsible for it and whether it’s been completed.

1. Preferences for leadership (informal, formal, individual, shared):

Informal shared leadership will be the preferred.

**Personal Accountability**

1. Expected individual attendance and participation:

Show up to group meetings. If that’s not possible, notify other group members ahead of time. If a member will not be able to attend multiple meetings, arrangements should be made.

If a member is unresponsive, a phone call will be made to that member. If that fails to motivate said member, instructor intervention will be necessary.

1. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

A member will satisfactorily complete their work by the deadlines. If they are unable to do so, they must consult with the rest of the group.

1. Expected level of communication with other team members:

No more than two days turnaround for email conversations. No more than a day turnaround for text and phone.

1. Expected level of commitment to team decisions and tasks.

Members are encouraged to bring up concerns and/or ideas, but are expected to follow the overall plan and the decisions made by the group.

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:

First offense would come with a warning. Second offense would mean a discussion with the group and a potential change of responsibilities. Third or continued offenses may necessitate instructor intervention.

1. Describe what your team will do **if the infractions continue**:

We will take the advice of our instructor or third party mediator. As a last resort, removal from the group may be necessary.

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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will face the consequences as stated in this contract.*

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