6.031 Team Contract: TA Mentor: mcslao

Goals

- *What are the goals of the team?*
  - To successfully complete the project by learning how to collaborate on a software project
- *What are your personal goals for this assignment?*
  - [Marwa] Learn how to effectively communicate and divide tasks with team-members to complete a group project, apply skills and concepts learnt in class towards something I can be proud of
  - [Myra] Learn how all parts of the project work and how to work with others in designing and creating software.
  - [Bibek] I want to apply the sum total of all the things I have learned in this class in this project to come up with a creation at the end which is not only something marvellous, but also applies my learnings from this class very effectively.
- *What kind of obstacles might you encounter in reaching your goals?*
  - Communication may become difficult, so we should have a clear communication channel so that everyone can know when someone is working on a specific thing. This contract is in place to create guidelines for our behavior.
- *What happens if all of you decide you want to get an A grade, but because of time constraints, one person decides that a B will be acceptable?*
  - This should not be an option for our team as all of us want to get an A in the group project.
- *Is it acceptable for one or two team members to do more work than the others in order to get the team an A?*
  - No, because we all have the same goal of an A. If there is a situation when one member is finished with their deliverables but other members are not, the finished member should take it upon themselves to help out the others.

Meeting and Communication Norms

- *How will you use the in-class time?*
  - First 15-20 minutes, we discuss all the updates of each other's work and consult with the TA.
  - Next 30-45 minutes we will discuss the strategies of implementation we have employed and how each other's design will influence each other

- ○ Rest of the time, we will implement some stuff which might potentially need help from team-mates
- *How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?*
  - ○ We can have 1 hour meetings if necessary for discussion
  - ○ We can set hours over the weekend on in the evenings to work together at the same time, but on our separate tasks.
- *Where and when will outside-class meetings be held?*
  - ○ In the McCormick GLR/BLR, tentatively Saturday or Sunday 11 am - 1 pm
- *How will you communicate outside of meetings? (Email list? Real-time messaging platform?)*
  - ○ We will use Facebook Messenger to communicate.

Work Norms

- *How much time per week do you anticipate it will take to make the project successful?*
  - ○ Approximately 15 hours-20 hours/week (including class time)
- *How will work be divided among team members? (Show how you filled in the Latin square from the project handout.)*

	Parsing & AST	Sound Playback	Lyrics Streaming
Specs	Myra	Marwa	Bibek
Tests	Bibek	Myra	Marwa
Code	Marwa	Bibek	Myra

- *Where will you record who is responsible for which tasks? (You will have more fine-grained tasks, and the Latin square is too coarse by itself.)*
  - ○ We will use an excel spreadsheet to record smaller deadlines for ourselves and split up tasks into smaller parts.
- *How will deadlines be set?*
  - ○ We will decide at our first team meeting (5/2) what our larger deliverable deadlines are and once those are set we will have smaller deliverables usually due every class.
- *What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?*

- - If someone misses a smaller deadline then we will allow them 1 day of slack to complete it
    - Under no circumstances should anyone miss one of the assigned deliverables dictated in the Project handout
    - We encourage teammates to be proactive about communicating what other commitments they have and saying beforehand if they are running behind for a deadline.
- *How will the work be reviewed?*
    - We will have a checklist of things we need to do, like implementation of this method and implementation of helper method to do this method
    - We will have a buddy system where one other person in the team cross-checks your work. (Myra checks Bibek, Bibek checks Marwa, Marwa checks Myra)
- *What will you do if one or more team members are not doing their share of the work?*
    - We will talk to them on our own and try and resolve the issue
    - On the second strike or if they are unresponsive we will complain to our TA.
- *How will you deal with different work habits of individual team members (e.g., some people like to get assignments done as early as possible; others like to work under the pressure of a deadline)?*
    - We will have hard deadlines due in class. If those are missed then you may incur extra work for the next deadline.

Decision Making

- *Do you need consensus (100% approval of all team members) before making a decision?*
    - No, if 2 out of 3 people agree on something, the team agrees on that.
- *What will you do if one of you fixates on a particular idea?*
    - We only require ⅔ people to agree on something, however, the 3rd will always be able to voice their opinions so that they don't feel like they are being overruled. But, if they are fixated on something we will have to explain to them how it is important for us as a team to move on.

Signed By: **Bibek Pandit, Marwa Abdulhai, Myra Ahmad**