Team Contract 6.170 Final Project

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Expected level of achievement and effort for each team member

- **Time Commitment**
  - We anticipate at least 30 hours per week
- **Division of Labor**
  - Each team member is expected to put in the same amount of effort.
  - Overall everyone should be working approximately the same amount of time (+/- 5 hours), though some members may do more work during certain times of the week.

Personal goals for each team member

- **What are the goals of the team?**
  - To learn how to work with others in a team to create a final result that is more than just four people writing code.
  - To write code that is safe from bugs.
  - To write code that is readable by a third party
- **What are your personal goals for this assignment?**
  - Abe: I would like to learn more about how to effectively work with a team.
  - Kwame: To learn how to plan large projects better.
  - Caroline: Learn how to complete the design and implementation of a software project
  - Rebecca: To code a web app from scratch with a team

Frequency, length and location of team meetings

- **Meeting frequency, Length and Location**
  - We will be meeting three times a week in East Campus at a time specified in a shared google calendar until the project is due. The length and frequency of our meetings will increase until the due date. We will never, under any circumstances, meet in the student center.

How quality of work will be maintained

- **Quality of work be maintained in meetings**
  - **Meeting Structure**
    - Meeting Preparation:
      - everyone MUST comes prepared with questions, comments (both on work and on team dynamics/structure), and updates on what they've done so far.
    - Protocol for meeting:
      - Each member gives updates, one by one.
      - Respond to comments and concerns.
      - Discuss goals and distribute tasks
      - Work on assigned tasks (being in the same place for this is preferred but not required).
    - Documentation
      - Minutes and Todos will be in a google doc in a shared google drive folder.
- **How will the work be reviewed?**
  - All work must be reviewed. Each member will work on separate branches and submit a pull request when they are ready to merge code.
- **What happens if people have different opinions on the quality of the work?**
  - Discuss, attempt to reach consensus (10 minutes discussion), then vote
  - All Decisions Recorded in a shared Google Doc

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

- **How work will be assigned**
  - We will create a tasklist of things that must be completed and team members will volunteer for tasks that they want to complete. We will re-evaluate this list of tasks at the beginning of each meeting. If an assignment is missed, it will still be that person's responsibility, but will be factored into how much work they're assigned next time.
- **Where will you record who is responsible for which tasks?**
  - Google docs.

- **What will happen if someone a deadline is missed?**
  - If someone doesn't follow through on a commitment, he or she has to bring food for the next meeting.
  - If this happens repeatedly, we will consult a TA

How decisions will be made and disagreements resolved

- **Process**:
  - Discuss
  - Attempt to reach consensus (no more than 15 minutes)
  - Vote
  - If tied, then flip a coin.
- **What will you do if one of you fixates on a particular idea?**
  - We will first discuss the idea as a group and if we cannot come to a consensus we will take a vote that is binding.
- **Guidelines for unequal work distribution**
  - Stage 1: Verbal warning
  - Stage 2: passive aggressive email
  - Stage 3: group discussion
  - Stage 4: group +TA discussion
- **Dealing with different work habits of individual team members**
  - We have a very clear calendar and set of expectations that we update every day during our daily meeting.

Signed By:

Kwame Efah

Abraham Quintero

Caroline Chin

Rebecca Corcillo