

Team Contract

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Goals

- What are the goals of the team?
 - To create an elegant, functional IM system, using Java's concurrency tools correctly.
- What are your personal goals for this assignment?
 - John - Learn more about threading in Java
 - Alvaro - gain experience in protocols for client/server interaction
 - Ayesha - Understand client/server interactions in more depth
- What kind of obstacles might you encounter in reaching your goals?
 - Maintaining thread-safe classes (especially dealing with Swing API)
 - Coming up with a good and comprehensive design for IM conversations, given time constraints
- 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?
 - The other people in our group will attempt as best we can to pick up the slack.
- Is it acceptable for one or two team members to do more work than the others in order to get the team an A?
 - Yes

Meeting Norms

- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?
 - Meetings will be held in a central area for all of us, possibly the Student Center or Stata.
 - Meeting times will be determined on a weekly basis over email.
- **How will you use the in-class time?**
 - We will discuss any obstacles or new design considerations
 - We will try to meet up and do work during class time.
 - We also will ask any TAs if we have any questions during this time.
- How often do you think the team will need to meet outside of class? How long do you

anticipate meetings will be?

- We will have fewer, longer meetings outside of class where we will review each other's code.
- How will you record and distribute the minutes and action lists produced by each meeting?
 - Trello

Work Norms

- How much time per week do you anticipate it will take to make the project successful?
 - ~12 hours per week
- How will work be distributed?
 - As evenly as possible.
- How will deadlines be set?
 - Deadlines will be set so as to provide plenty of time to produce a working chat client.
- How will you decide who should do which tasks?
 - Based on personal preference and what each one feels more comfortable in
- Where will you record who is responsible for which tasks?
 - We will use Trello, the project management web app
- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
 - We agree to constantly discussing our progress, in order to make sure everyone is staying on schedule.
- How will the work be reviewed?
 - Everyone will write test cases for classes they did not create.
 - We will also review each other's code.
- What happens if people have different opinions on the quality of the work?
 - See decision making.
- What will you do if one or more team members are not doing their share of the work?
 - Ask them, "what's up?"
- 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)?
 - As long as we set personal deadlines, we should be fine with different work habits.

Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?
 - Majority rules. (i.e. 2/3)

- What will you do if one of you fixates on a particular idea?
 - Talk it over, and try to come to a majority agreement

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Monday April 29 2013