Teamwork Contract

Project: Better Dwelling Capstone Project
Team members: Sirisha Pandramishi, Amy Lam, Jonathan Chan, Aaron Tian
Date: May 5, 2020

Core Values

- Respect
- Straight-forwardedness
- Honesty
- Responsibility
- Work ethics
- Team spirit

Behavioral Expectations

Meeting:

- Tentative weekly team meeting schedule is on Mondays at 11am.
- Weekly meetings with internal supervisors on Thursdays at 10 am.
- Weekly meetings with external supervisors on Fridays at 11 am (PST).
- We can schedule more team meetings on an ad-hoc basis with advance notice.
- Respect each other's differences in work schedules.
- Write succinct meeting minutes that contain important points/decisions only for review.
- Meeting Agenda to be put up by team members before meeting approximately 24 hours ahead, leaving flexibility for adding new agenda items before/on meeting (shared doc?)

Communication:

- A group Slack chat has been created and will be the main form of communication.
- We will follow the Code of Conduct described below.
- Ask for help on Slack channel from the mentor as well.
- Decision-making: Majority voting/ Seek consensus/mentor-opinion in case of 2:2 scenario
- Try to help other team members whenever possible
- Ask opinions before making decisions, do not presume opinions of team members.

- Consult the below guidelines/mentor in case of conflicts

Project Management / Style of Working:

- Project managers will be assigned democratically to "mini projects" based on project needs at the start of each milestone.
- Project managers will oversee the asssigned miniproject, including distributing specific tasks to each member and setting clear expectations and due dates for the tasks.
- Try to do most of the work during the daytime on weekdays. The goal is to complete as much as everyone could prior to meetings so that during the meeting we can discuss potential issues and consult the project supervisor.

Code of Conduct

- We will treat each other with respect, honesty and kindness.
- Any disagreements or conflicts will be discussed in a constructive manner.
- Respect each other's opinions and everyone's ideas should be heard.
- Attend each meeting in a timely manner.
- Follow deadlines and keep people in the loop. Inform teammates beforehand if there are schedule changes.

Resolving conflicts

Scenario1: In case of bottlenecks
Resolution ideology:In case of bottlenecks, seek help from the mentor and other members who finished their part or good at the work, and chip in to resolve.

Scenario 2: What happens if a team member is disrespectful
Resolution ideology: Other teammates point out such behavior and make sure that it is not repeated.

Scenario 3: What happens if decision-making is delayed by timeliness issues/lack of internal agreement/stalemate situations:
Resolution ideology: Seeking feedback from capstone supervisor and further discussion of the issue until reaching a majority ruling (3/4 members support a particular direction)

Scenario 4: Proposed solution is not working? When to change approach? Is it a bug? Ask for a code review?

Resolution ideology: Consult the standardized questionnaire when reviewing the code as a team, and vote on whether to proceed with this version or send the code back for alterations

Scenario 5: How will work be distributed in a fair and equitable way?
Resolution ideology: Work distribution will be discussed during each team meeting. The project managers will make sure that work is distributed in a fair and equitable way, and that every team member is on board with milestone objectives and clear about individual tasks/due dates.