

# Team Contract

A team contract is an agreement between you and your teammates about how your team will operate — a set of conventions that you plan to abide by. The questions below will help you consider what might go into your team contract. You should also think back to good or bad aspects of team project experiences you've already had.

Below are some questions to consider. Your contract doesn't have to answer all the questions below, but must answer the boldfaced questions. Focus on the issues that your team considers most important.

## Goals

### **What are the goals of the team?**

We want to complete the project 100% successfully. We don't necessarily need our grade to be 100%, but we want a product good enough that it could plausibly get 100%, depending on random variance in grading.

### **What are your personal goals for this assignment?**

**Anand:** I want to split up work efficiently and work mostly independently (since I'm out of town for a bit).

**Ankush:** I'm relatively busy during these two weeks, so I want to balance 6.005 and my other work. Ideally, this means taking up portions of the project which need to be completed at times that correspond to when I'd be most free, and splitting up work efficiently so I'd be able to do so without negatively impacting the project, but instead going with the flow of development.

**Harini:** I want to finish both my assigned part and the project 100% successfully.

### **What kind of obstacles might you encounter in reaching your goals?**

Coordinating timewise will be difficult. Some parts of the project might be too technically difficult for the assigned person to tackle on their own. We should feel comfortable reaching out to each other for technical help, but make sure that we are considerate of each other's time.

### **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?**

We think that person should still hold up their end of the deal. If they don't for whatever reason, see below (next question).

### **Is it acceptable for one or two team members to do more work than the others in order to get the team an A?**

If this happens and the work difference is considerable or deliberate, we should agree to let the course staff know, and the person(s) who slacked off should be okay with that.

## Meeting Norms

### **Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?**

We'll use email a lot, so replying to emails is important. You don't have to reply within 10 minutes of the email being sent, but you should reply as soon as possible after reading it (replying to emails is a high priority because ignored emails cause a lot of problems for the original sender, since presumably there was a purpose in sending the email). So that is, you shouldn't have to go out of your way to check your email, but given that you're checking it, you should make an effort to respond.

### **How will you use the in-class time?**

We'll use the in-class time to meet up and give progress updates on our work to the best of our abilities, but will primarily communicate through email and chat and work independently.

### **How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?**

As often as necessary -- if work can be efficiently split up through email, everyone can work independently, and we all understand what everyone else is up to, we can meet in-person minimally outside of class.

### **How will you record and distribute the minutes and action lists produced by each meeting?**

We have a Google Docs folder and a mailing list.

## Work Norms

### **How much time per week do you anticipate it will take to make the project successful?**

### **How will work be distributed?**

Work will be distributed on a combination of availability (i.e., people with conflicts later will do work earlier), technical proficiencies in various areas (i.e., if someone's particularly good at antlr and grammars, they should take charge on that portion of the project), and total responsibility of the project (i.e., just because someone's good at a lot of things and is the most available doesn't mean they do 3/4 of the project).

### **How will deadlines be set?**

### **How will you decide who should do which tasks?**

### **Where will you record who is responsible for which tasks?**

We'll use a combination of Google Docs and email. All responsibilities will be in writing in one of those two places, and the git commit log will detail actual contributions towards those responsibilities. For things that aren't in git, we'll write a brief summary of who wrote what.

### **What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?**

Depending on the reason and severity, we'll cut them some slack the first time. If it becomes a habit, we'll inform the course staff and the person(s) who didn't follow through with their commitment should be okay with that.

### **How will the work be reviewed?**

We'll code review each other's commits, and run all test cases prior to committing.

### **What happens if people have different opinions on the quality of the work?**

We'll send an email to the mailing list with comments, allow everyone to say their side, and hold a vote on what the group believes is the best course of action. If it's a particularly major difference of opinion, we'll inform the course staff.

### **What will you do if one or more team members are not doing their share of the work?**

Strike 1: Send them a strongly worded email (so it's on the record). Strike 2: Pick up the slack ourselves, but inform the course staff.

### **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)?**

Ensure that people who like to work early have the early portions while people who work close to deadlines have the latter portions (keeping enough time that people can ask for help from teammates).

## **Decision Making**

### **Do you need consensus (100% approval of all team members) before making a decision?**

While having 100% approval of all team members would be great and is something we'll strive for, in the event that we're pressed for time, we'll have a vote.

### **What will you do if one of you fixates on a particular idea?**

We will consider any ideas that a group member proposes with an open mind, and give them the time they deserve (taking into account deadlines for the project). After hearing them out, if there

isnt a 100% consensus, we'll have a vote.