Team Contract

**1. Team Goals**

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| *- Getting a good grade*  *- Learning to program*  *- Learning pragmatic coding practices*  *-Learn effective team work*  *-Learn proper time management for the assignments and projects*  *-Learn effective presentation skills*  *-Use each other’s help to ensure all concepts have been understood* |

**2. Team Roles**

All team members must contribute to the code base and understand all documents submitted by the team. Other roles can be assigned to individual team members based on their strength or on a rotating basis. (Your team may start by rotating roles and then assign based on strength.)

**Code Reviewer:**   
Daniel Kim

**Team Lead:**

Armeen Rashidian

**Meeting Facilitator**:

Sadia Saad

**Code Repository Manager**:

Armeen Rashidian

**Coordinator:**

Henry Huynh

**Technical Writer:**

Daniel Kim

**Architect:**  
Sadia Saad

**Other:**

N/A

**3. Team Communication**

All teams will be using MS Teams for collaboration and communication this semester. Provide additional information about communication here is needed.

**The agreed communication between all the members was through MS Teams no other agreed upon form of communication is needed.**

**4. Team Meeting Schedule**

Your team is formed around a twice a week 2 hour meeting time. Joining your team in a meeting during this time is required. The meeting should take place in MS Teams. You can use this meeting to get an update from all team members, to do some pair programming, work through lecture materials together, code independently with other team members available for questions, socialize, etc. A TA/instructor will join each meeting for 30 minutes.

Indicate here what you plan to do with each meeting. Make sure to also indicate the 30 minutes part of the meeting that is with the TA/instructor. Note that you can update this throughout the semester as needed by your team. (Except the meeting with the TA/instructor which is set.)

**Meeting time of first meeting:**

Tuesdays from 2-4 pm (meet with TA from 2:30 to 3:00 pm)

Standing meeting agenda:

1. Update from all team members on the progress being made on projects and assignments – 10 min

2. I dentify problems that need to be resolved (based on any updates) and work through it together as team – 20 min

3. Meeting with TA/instructor to update the TA on our progress as well as ask for any help – 30 min

4. Discuss and prioritize any upcoming tasks and assign to individuals – 10 min

5. Design work to be completed – 50 min

**Meeting time of second meeting:**

Thursdays from 2-4 pm (meet with TA from 2:30 to 3:00 pm)

Standing meeting agenda: (The agenda looks the same as the Tuesday meeting as the point is to update each other and work together.)

1. Update from all team members on the progress being made on projects and assignments – 10 min
2. Identify problems that need to be resolved (based on any updates) and work through it together as team – 20 min

3. Meeting with TA/instructor to update the TA on our progress as well as ask for any help – 30 min

4. Discuss and prioritize any upcoming tasks and assign to individuals – 10 min

5. Design work to be completed – 50 min

**4. Expectations from Team Members**

Prevent unnecessary conflict by setting clear expectations.

If you can’t make it to a team meeting then: let team members and coordinator know as soon as possible, ask team members and coordinator for results of meeting

If you have problems completing your part of the code for the project, then let team members know early on as early as possible. If you’re unable to submit your code, let others know as soon as possible.

If you haven’t contributed any ideas during the meeting yet then message team members during the meeting to convey your ideas.

If you have so many ideas that you have spoken for most of the meeting then give others a chance to speak as well.

If you see that code contributed by another team members is incorrect or could be improved then make a comment to the code or post your suggestions on MS teams.

Other expectations: Be nice, respectful and on-time.

**5. Signing**

If any team member does not meet these expectation, this team members should be reminded of this contract and the instructor should be contacted.

Names of team members that have read and agreed with all parts of this contract:  
  
Armeen Rashidian

Henry Huynh

Sadia Saad

Daniel Kim