Team Contract

**1. Team Goals**

|  |
| --- |
| We want to achieve great grades, and even greater knowledge in programming. We hope to implement everything we’re learning about Object-Oriented Programming (OOP) and utilize it to its fullest strength. We want to maintain a high standard of generalizability in our code, so that we can have the potential to scale our project further should we want to beyond the scope of this course. |

**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:**   
Arnuv Mayank

**Team Lead:**

Arnuv Mayank

**Meeting Facilitator**:

Desmond O’Brien

**Code Repository Manager**:

Desmond O’Brien

**Coordinator:**

Desmond O’Brien

**Technical Writer:**

Desmond O’Brien

**Architect:**Arnuv Mayank

**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.

We will continue to use Discord for any private discussion.

**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:**

Tuesday 11 - 1

Standing meeting agenda: 1.   
 Discuss daily objectives

2.   
 Identify problems that need to be resolved.

3.

Meeting with TA/instructor

4.

Discuss/prioritize upcoming tasks

5.

Design work to be completed and assign to individuals

**Meeting time of second meeting:**

Thursday 11-1

Standing meeting agenda: 1.   
 Briefly run through the project due for the following week.

2.   
 Delegate large components of project to be completed by each individual, tentative to change.

3.

Meeting with TA/instructor

4.

Make pertinent repositories and set up all skeletons/initialization to start on project

5.

Start implementing small bits into said project to understand which areas are heftier than others, allowing for reallocation of work

**4. Expectations from Team Members**

Prevent unnecessary conflict by setting clear expectations.

If you can’t make it to a team meeting: Then leave a message with reasoning in MS Teams and Discord

If you have problems completing your part of the code for the project then: Notify team members immediately if you are having problems with your code. Preferably well before deadline.

If you haven’t contributed any ideas during the meeting yet then: Notify facilitator and explain why you are having issues coming up with ideas.

If you have so many ideas that you have spoken for most of the meeting then: Let others talk and explain any further ideas personally to the meeting facilitator

If you see that code contributed by another team members is incorrect or could be improved then: Explain your ideas to the author of the code, as well as the code reviewer.

Other expectations: Be smart. Be considerate of everyone else’s schedule and life circumstances. Notify teammates when you’re pushing or pulling from GitHub (Pull request feature for advanced use).

**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:  
Desmond O’Brien  
Arnuv Mayank