

# CSCI 4485 - Software Engineering

Spring 2023

## Team Contract

(Please type everything except signatures)

Each team must prepare this Team Contract prior to starting work on group projects. All project deliverables will receive a single grade from the instructor for the team. Unless your contract indicates otherwise, all members of a team will receive the same grade for each deliverable.

**Team Membership:** List the names (printed or typed), e-mail addresses, and any other communications means that your team members may use to communicate with each other.

Team member name (required)	E-mail (required)	Other Communications Info
Scott Kinnie	kinnies@go.stockton.edu	
pooja shah	shahp16@go.stockton.edu	
Mouaz Ali	alim5@go.stockton.edu	
Anthony D'Alessandro	daless13@go.stockton.edu	
Yash Maisuria	maisuriy@go.stockton.edu	

**Team Meeting Schedule:** Commit to the exact days/times/locations for team meetings so you don't have to negotiate this later in the semester. Specify 1) if you meet daily, weekly or bi-weekly? 2) How long will your meetings last? 3) Where will you meet? 4) What other expectations are there for group meetings? 5) What is your group's policy on attendance?

- Weekly Meeting Date and Time [**Everyone must agree**]: weekly at 6:30 pm on Sundays
- **Where:** Online (Discord)
- How long: 1 hr
- Attendance expected for all meetings unless there is an emergency or previously agreed upon accommodation (at least one week in advance)

**Team Action Plans:** Present your group's action plan for completing the project. Address how you will split the workload yet work on this as a group in order to provide equal learning opportunities and create the best project possible. You must answer the following issues at least:

- 1) Who will be responsible for submitting the final deliverables?
- 2) How will you divide the work to ensure it is equitable?
- 3) How will you record what transpired at each meeting? Will someone be designated as the group secretary or will you rotate this duty?
- 4) How and when will you evaluate each other's work before it is placed into the final versions of deliverables?
- 5) Will you work on all parts of the project individually and then discuss your results at group meetings; or will you do all work at group meetings?
- 6) Will you make all your decisions and have all discussions at the group meetings? Will decisions and discussions be conducted electronically?
- 7) What is your proposed schedule to tackle the individual components of this project?
- 8) How will you go about resolving group conflicts?

- 1) Anthony D'Alessandro will be responsible for submitting final deliverables.
- 2) The idea that everyone should contribute their skills, talents, and energy equally will be stated and reiterated as we go along with this project.
- 3) We will record meeting minutes, whenever we hold meetings. As well as keeping a record of all ideas we decide to implement in our project. Although we have a secretary we will be rotating this duty.
- 4) We will evaluate each others work by giving constructive criticism, and the team will keep focus by repeatedly outline the goals that we are aiming to achieve. As well as stressing the amount of effort and participation we anticipate from each team member.
- 5) We will work on parts of the project individually and then discuss at group meetings, as well as doing parts of the project at group meetings.
- 6) We will have discussions and make decisions before we start any work, so that everyone is on the same page at group meetings. The meetings will be conducted online in a conference call.
- 7) Along with the weekly lab meetings (Tuesdays), we will work on the project throughout the week but mainly on the weekends and reconvene on Sundays during our scheduled meetings.
- 8) If any conflicts arise, team members will reach out to the team leader/manager and if any issues cannot be resolved, we will reach out to our professor for assistance.

**Team Roles:** assign certain aspects of teamwork to certain members based on their individual strengths, etc. Roles include: (a) leader or manager (or whatever you want to call it)—basically someone to coordinate your team's tasks; (b) a "secretary" (or whatever you want to call it)—basically someone who is primarily in charge of keeping minutes of your team's meetings; and (c) anything else you may dream up (e.g., if you know one of your team members is the strongest programmer, then you might designate them as "lead programmer", etc.). Note: If you designate roles, then you do not necessarily need every member to have such a designated specific role, and a single member can potentially have multiple roles.

Role Title	Team Member Name	Responsibilities of Role
Manager	Anthony D'Alessandro	Overall coordination, submitting deliverables, workload delegation
Secretary	Scott Kinnie/ Mouaz Ali	Keeping track of meeting minutes & compiling meeting outcomes/goals/summaries
Lead Programmer	Pooja Shah	Coordinate overall programming efforts & integrating project components
Basic Programmer(s)	All team members	Assisting in programming wherever needed (front end, back end, database, etc)
Database Developer/Tester	Yash Maisuria/ Anthony D'Alessandro	Developing and maintaining database for the project

**Penalty / Reward Details:**

- 1) Things your team wants to penalty? Such as missing a team meeting without proper excuse and completing team-assigned tasks late.
- 2) Things your team wants to reward?
- 3) All penalties and rewards should be quantified, i.e. how many points.
- 4) Please make sure the details here are as explicit and clear as possible. All members of your team will need to be in unanimous agreement over the point allocation submitted to the instructor at the end of the semester.

At the end of the semester, your team will have 100\*N points to allocate among the N

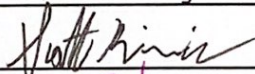

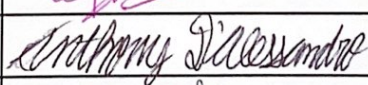
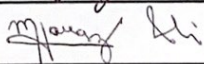
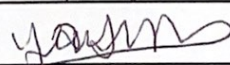
members of your team within the following constraints:

- No team member can be allocated more than 120 points.
- No team member can be allocated less than 60 points.
- The sum of all team members allocated points can be no higher than  $100 \times N$ , where  $N$  is the number of team members.

A team member's individual grade on project deliverables will be adjusted based on their team-assigned point allocation according to:  $(\text{points} / 100) \times \text{deliverable Grade}$ .

- 1.) If any team member misses a scheduled meeting without a proper excuse, they will lose two points off of the final grade. In addition, if any team member does not contribute sufficiently to project milestones, they will also lose two points off of the final grade.
- 2.) Some things that would deserve reward during the project include, consistently being on time to meetings, helping other team members in their tasks, taking initiative to get ahead of the scheduled development process.
- 3.) Given any penalties accrued during the project timeline, those points that are deducted will be redistributed as rewards to team members who deserve such rewards. For example, if there are six penalty points accrued, then they will be evenly distributed across the number of team members who go above and beyond during the project.

**Team Signatures:** The undersigned agrees to be accountable and responsible to all the team assigned tasks, roles, and responsibilities as set forth within this Team Contract. They further agree to the team determined procedures and penalties described in this document for allocating team grades among individual team members. Furthermore, the undersigned certify that all team members were involved in developing the details of this Team Contract.

Team Member Name	Team Member Signature	Date
Scott Kinnie		2/7/23
Pooja Shah		2/7/23
Anthony D'Alessandro		2/7/23
Mouaz Ali		2/7/23
Yash Maisuria		2/7/23

**NOTE:**

- 1) You team needs to specify/answer all the questions above, otherwise, your contract will be rejected.
- 2) The instructor may selectly join the team meeting on scheduled date and time. Team/members absent from the scheduled meeting may result in significant penalty.