Team Contract

1. Team Goals

Create a user-friendly game that is clear yet challenging for the user that will keep the user enticed to play through all the levels that have been created. Also, get a good grade and hitting deadlines in a timely manner. Communicate with teammates to create a good workflow.

(e.g., get a good grade, make a visually appealing application, create a useful application, etc.)

1. 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: Ayman Shahriar

(Provides feedback on the quality of all code submitted to the code repository. Some require a code review before the code is added to the code repository.)

Team Lead: Ejaaz Lakhani

(Decides what the team will work on based on input from all team members.)

Meeting Facilitator: Sunraj Johal

(Organizes time/ location of meetings, ensures meetings stay on track, and all team members can and do contribute during meetings.)

# Code Repository Manager: Tyler Chen

(Sets up code repository, versions code for the various deliverables, helps other team members use repository, ensures code in repository compiles and runs.)

Coordinator: Ejaaz Lakhani

(Follows up with individual team members to ensure deadlines will be met or if meetings or deadlines are missed.)

Technical Writer: Ayman Shahriar

(Creates documentation required for project such as README file and test document.)

Architect: Sunraj Johal

(Manages overall design of implementation and classes and maintains class diagram and other UML documentation.)

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Specify role, responsibility in role and individuals in role)

# 3. Team Communication

First discuss the communication tools each individual team member uses in their lives on a daily basis. Then decide what communication tool you will use as a team. This may be a new communication tool or something that all team members are already using.

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | T e a  m    m e  m b  e r    1 | T e a  m    m e  m b  e r    2 | T e a  m    m e  m b  e r    3 | T e a  m    m e  m b  e r    4 | T e a  m    m e  m b  e r    5 | T e a  m    m e  m b  e r    6 | Team Com  munic ation tools |
| Texting | X | X | X | X |  |  |  |
| Phone calls | X | X | X | X |  |  |  |
| E-mail | X | X | X | X |  |  |  |
| D2L team discussion board |  |  |  |  |  |  |  |
| WhatsApp |  |  |  |  |  |  |  |
| Slack |  |  |  |  |  |  |  |
| Skype |  |  |  |  |  |  |  |
| Google Hangout |  |  |  |  |  |  |  |
| Facebook (messenger) | X | X | X | X |  |  |  |
| Discord | X | X | X | X |  |  | X |
|  |  |  |  |  |  |  |  |

# 4. Team Meeting Schedule

It is recommended that you set aside 2 hours each week for a team meeting. Teams are formed to ensure that most teams have a 2 hour time block where all team members are available.

Meeting time: Fridays – 12:00 PM – 2:30 PM

Weekends – 2:00 PM – 4:00 PM

Meeting location: TFDL 3RD Floor and Voice Chat through Discord (Location on-campus, off-campus, virtual (specify tool used), etc.)

Standing meeting agenda: 1. Progress from everyone discussed from past meeting and assign the work for the upcoming week and meeting – 30 min

(eg: update from all team members – 20 min)

2.Help catch up the people behind or having trouble with assigned work

– 50 min

(eg: identify problems that need to be resolved (based on update) – 20 min)

3.Assign remaining work amongst the roles and prioritize the most important ones - 20

(eg: discuss/prioritize upcoming tasks – 10 min)

4. Testing of the work together and to see overall product. Work together to solve any issues that may arise during the testing of weekly updated code. – 60 min (eg: design work to be completed and assign to individuals – 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 notify all teammates and meeting facilitator at least 30 mins prior to meeting to either reschedule or continue. Once a decision has been reached, the team members should help catch up the teammate that has missed the meeting and make sure that they are up to date on what was discussed during the meeting.

(eg: let coordinator know as soon as you know you can’t make it and ask coordinator for results of meeting)

If you have problems completing your part of the code for the project, then contact rest of the teammates for help as soon as possible so the code can be up to date for the next meeting. The sooner the team is contacted, the better chance there is to stay on the deadlines that are expected by the rest of the team.

(eg: contact architect after struggling with the problem/code for 30 minutes without results and at least 48 hours before your share is due.)

If you haven’t contributed any ideas during the meeting yet, then contact team lead privately and discuss the different options available and get help from the rest of the teammates. Speak with team lead to better come up with a solution to have a better outlet to present ideas in a more comfortable setting.

(eg: meeting facilitator will ask for your ideas during/after the meeting. Let facilitator know if this is problematic for you ahead of time.)

If you have so many ideas that you have spoken for most of the meeting then the Team Lead will take lead and allow the other members to have meaningful input while also including the teammate with the large amount of ideas. The other teammates should also express concern as soon as possible if they feel as though one member is taking too much of the speaking time during the meetings. (eg: meeting facilitator will ask you to hold your thoughts and give other team members a chance to speak.)

If you see that code contributed by another team members are incorrect or could be improved then meet with the team member first and discuss what is wrong, and then continue to meet with the rest of the members to see what option is best for time being. Explain what is wrong and why, while also explaining the best way to avoid the same future problem.

(eg: you’ll explain why the code is incorrect and how it can be improved but the team will decide if changes are required.)

Other expectations: Respect other team members and do not disregard any of their ideas. If you feel you have alternative viewpoint that may work better express it as “That’s a good idea, but another way is… “.

Also make sure each team member feels heard.

# 5. Signing

If any team member does not meet these expectation, this team members should be reminded of this contract and this should also be reflected in the peer evaluations.

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

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