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Dr. Stewart

CS 447 - Team 3

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Team Contract

I. Team expectations

A. Project standard expectations and strategies: what is your realistic level of quality for project work? What are your strategies to fulfill these standards?

1. The expectations for the quality of our project are high but to be realistic, the amount of time and effort that we can contribute to working on the project is going to vary by person and by time in the semester as our course load changes. In order to fulfill the expectations we have set for ourselves, we intend to get comfortable with meeting virtually early on and divide up tasks so they can be completed independently as needed.

B. Team participation expectations and strategies related to cooperation, communication, distribution of work, inclusivity, and leadership formation and style.

1. Everyone in the group is expected to work together and support one another's ideas. It is important that we are respectful of each other and work as a team to complete our assignments. We have created a group chat to coordinate meetings and each member is expected to respond with their availability as soon as possible. The work will be distributed evenly between group members unless otherwise discussed to ensure everyone is

contributing to the final product. We can discuss everyone's tasks at the end of each meeting and when everything should be completed to make sure it is clear what the time frame and expectations are for each person. It is really important to try to find a time to meet so that everyone has a say in the distribution of work and our next steps. We have decided to all be equally responsible for the group work and each lead the group and

C. Individual responsibility for completing assignments and tasks, following timelines and meeting deadlines, communication style and responsiveness, and contribution and commitment to team decisions and tasks.

1. Everyone is responsible for completing their individual assignments as well as their assigned group tasks by the deadline. Depending on the assignment, we will have check-in meetings to make sure there are no issues along the way or we will meet to assign tasks and expect it to be done by the assigned due date. If anyone has problems or needs help, the group chat is open for questions and asking for help. We want everyone to contribute to team decisions and tasks as our project will be best if we consider every member's perspective and ideas.

D. Personal accountability related to attendance, punctuality, meeting participation, and task completion.

1. Everyone will be held accountable to attend meetings, be on time, contribute to discussions as well as complete their given tasks. However, there are unforeseen circumstances that will obviously be handled as expectations as long as it is communicated to the group. We will work as a

team and will help each other when needed to ensure the success of our team as well as each individual member.

II. Team procedures

A. Day, time, and specific place for regular team meetings.

1. Thursday afternoons from 4-6pm seem to work best for everyone given our current class schedules. We plan to meet in King Hall since most of our classes are buildings or surrounding buildings and it is easy to get to for everyone.

B. Decision-making policy: Consensus? Majority? How are disagreements resolved?

1. We have decided to come to a consensus when making decisions. With four members of the group, we would frequently be stuck with two people on each opposing side if we made decisions based on majority. When we come to a disagreement, each opposing viewpoint can discuss their rationale. If both sides still cannot come to an agreement, we will either find a compromise that incorporates both ideas or seek the guidance of Dr. Stewart.

C. Preferred method & frequency of communication for informing each other of meetings, tasks, announcements, updates, reminders, problems, etc. Expected responsiveness time on messages.

1. We have set up a group chat that will be used as our primary form of communication to discuss updates, tasks, problems, etc. We can also discuss simple matters such as meeting times and reminders at the

beginning of class. It is expected that people respond within 2 hours to keep our communication method effective.

D. Assigning work to individuals: methods for dividing the work and responsibilities between team members, preferred roles for each team member.

1. When assigning work we will evenly split the work between the four of us. For decisions that will have major repercussions will be discussed with all members but smaller portions can be worked on independently.

E. Method of record keeping and file sharing: Who is responsible? Where are they kept? How does everyone gain access to records and files?

1. We intend to set up a shared folder in google drive where we can save all our files and they will automatically be available to all people with permission to access the folder. Another benefit using this platform will bring is it keeps track of who edits what and when so we can hold each other accountable.

Project Idea Selection

A. **User group:** The potential user group for this idea is people who are relocating or moving frequently. More specifically people that relocate frequently for work such as people in the armed services, or college students. Other stakeholders include business owners and employers who may want to hire or get business from people who have recently moved to the area. There may also be space for people who are already in the area to join this virtual space to interact with the new people (roommates, social groups, sports teams).

- B. **Problem space:** It can be really exciting to accept a job opportunity in a new place, move into college or relocate with your family. However, once you arrive, it can be difficult to find things to do, restaurants to eat at or even people to live with when you know nothing about the area. There seems to be a lack of online resources where recent college graduates, incoming college students and families can find all of this information in one place. We want to explore the possibility of creating a product that would allow these people the peace of mind to move knowing that they have the information they need to succeed in their new home.
- C. **Enthusiasm:** We are excited to help this group as all of us and many of our friends are about to graduate this spring and have this problem ourselves. Another reason is that we were all freshmen at JMU once, all coming from diverse places and having little to no idea what we were getting ourselves into.
- D. **Impact:** This idea will mainly positively impact people who have recently moved to a new area. These people will benefit from relieving some of the pressure of finding roommates, making friends, and learning the area. Local businesses will also be positively impacted because of the new pool of employees and shoppers in the area.
- E. **Project feasibility:** This will be an easy group to gather as many college students are going to be graduating and moving all over this upcoming may. I also could get my brother to get a group of his co-workers that move frequently in this group as well. I can contact many of these people by phone or email.
- F. **Justification:** We each provided our top two choices from our own problem spaces we came up with in our individual project. After going over our top 8 ideas, we chose this one because it was one we felt we could all relate to as seniors in college about to

graduate and potentially move to an unfamiliar place where we don't know anybody. In addition to us all being passionate about this topic, we have a relatively wide pool of people we can interview, particularly JMU students who will be graduating soon.