

Updated Team Contract – Nov 1, 2019

T04 Group 4 | F-2019

Team Goal: Get a good grade on the application

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: Everyone

(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: Imran

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

Meeting Facilitator: Imran

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

Code Repository Manager: Jamie

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

Coordinator: Imran

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

Technical Writer: Everyone

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

Architect: Jamie

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

Other:

Read/Write (IO) Designer: Kevin

GUI Architect: Melissa

Team Communication

- Discord: Primary communication for everything
- Emails (check D2L)

Schedule

****Tentatively Thursday, MS 431 @ 2:00 - 3:00pm** (change frequencies when needed)

Meeting Agenda:

1. Varied by week, set by Imran + extra topics added by anyone else

Expectations from Team Members

- Send a quick summary to absent people
- Have the Architect work through the code
- Have ideas ready for every meeting; commit contributions
 1. If you have problems completing your part of the code then ask for help from the rest of the team and if needed ask the TA or the professor.
 2. If you haven't contributed any ideas during the meeting then the Meeting Facilitator will let you know so everyone can have an equal share.
 3. If you have so many ideas that you are speaking for most of the meeting then the meeting facilitator should tell you to give others a chance to talk.
 4. If you see that code contributed by another team member is incorrect then speak to that member so the issue can be resolved.

Three Big Rules:

1. Have ideas ready; every thought counts!
2. Let us know if you're not able to attend!
3. If you need help, ask!

Signing

If any team member does not meet these expectations, 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:

- Imran Hirani
- Kevin Twumasi
- Patrick Ching
- Kirk Elumir
- Melissa Hoang