

# Team Contract - MAGA

## Goals

- What are the goals of the team?
  - A
- What are your personal goals for this assignment?
  - A
  - To apply the knowledges learned this semester to build a great website!!!
- What kind of obstacles might you encounter in reaching your goals?
  - sleep deprivation, stress, hunger, bug
  - Unexpected commitments come up
- What happens if all of you decide you want to get an A grade, but because of time constraints, one person decides that a B will be acceptable?
  - If stuck, there should be immediate communication among team members
  - We are aiming for same amount of effort (ie, work hour) per person. it's understandable if not same progress is produced
  - If there are disagreements, vote for majority
- Is it acceptable for one or two team members to do more work than the others in order to get the team an A?
  - No, everyone should contribute roughly the same amount of effort.

## Meeting Norms

- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?
  - Location: McCormick Hall 7W Kitchen
  - Time: after dinner on weekdays, and on weekends try to communicate as much as necessary.
- How will you record and distribute the minutes and action lists produced by each meeting?
  - One person will be taking notes during each meeting, keep meeting minutes on Google Drive

## Work Norms

- How much time per week do you anticipate it will take to make the project successful?
  - Around 60 over the course of five weeks.

- How will work be divided among team members?
  - Equally in terms of effort
- How will deadlines be set?
  - When dividing work, decide on deadline that everyone agrees on
  - We will try to finish assignments not the second before the deadline
- How will you decide who should do which tasks?
  - Discuss our preferences and trade civilly
- Where will you record who is responsible for which tasks?
  - Log file on Google Drive
- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
  - Well, we all know where each other lives
  - Talk to each other, communicate with mentor if no improvement
- How will the work be reviewed?
  - Message group chat of the changes after a push and message back after pulling
- What happens if people have different opinions on the quality of the work?
  - Vote on what give an A or majority
- How will you deal with different work habits of individual team members (e.g., some people like to get assignments done as early as possible; others like to work under the pressure of a deadline)?
  - Civilly decide on deadline that is comfortable with all with understanding that contingencies may occur

## Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?
  - Civil debate, then majority vote
- What will you do if one of you fixates on a particular idea?
  - Civil debate, then majority vote

*By signing with our names, we agree to follow this team contract throughout the project:*

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*November 10, 2016*