6.005 Project 2 Team Contract

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Goals

- What are the goals of the team?

    We want to gain a deeper understanding of client-server communication and concurrency in Java, as well as learn and implement good coding practices such as test-driven development, useful commenting, easily readable, changeable, and bug-free code.

    We want an A!

- What are your personal goals for this assignment?

    Cathie: to develop good coding practices that will be useful outside of the classroom. To gain a better understanding of how to design complex projects by compartmentalizing them into black boxes and building them piece by piece.
    Katherine: develop good software habits and learn how to work in a team effectively

    Eric: Write bug-free concurrency code and maintain good coding practices

- What kind of obstacles might you encounter in reaching your goals?

    People might be busy (it's nearing the end of the semester), communication problems

- 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?

    We want to be communicative about time commitments - if one person can't make a certain group meeting time, then we can reschedule the meeting. If they can't find time to work on the project on their own, then we can talk as a team and set reasonable deadlines or extend deadlines.

- Is it acceptable for one or two team members to do more work than the others in order to get the team an A?

    We would prefer that the work would be shared equally, but if necessary, yes

Meeting Norms

- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?

    We want to meet in our dorm (Burton 1) when we meet outside of class, and in the lecture/recitation classrooms when we meet during lecture/recitation time.

- **How will you use the in-class time?**
    We'll go to class time to work on the project - planning on going to most of the lecture and recitation times, so that we can have daily check-in and work times.

- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?

    We will meet at least once a day (including recitations/lectures), and schedule more meetings as

necessary. ~3 times a week for 2 hours (rough estimate, doesn't have to be strictly this)

- How will you record and distribute the minutes and action lists produced by each meeting?

We'll have a rough to-do doc for everyone, that we'll update during meetings to make sure everyone is on the same page.

Work Norms

- How much time per week do you anticipate it will take to make the project successful?

20 hours or so

- How will work be distributed?

We'll try to evenly distribute the work, by dividing it into smaller tasks that have more immediate deadlines, and adjusting accordingly if someone had to do more or less than expected for their last task.

- How will deadlines be set?

We determine which tasks need to be finished by the end of each week and each weekend, and set deadlines that way

- How will you decide who should do which tasks?

We'll see what people are most excited / comfortable working on, and assign tasks based on enthusiasm / familiarity.

- **Where will you record who is responsible for which tasks?**

Our to-do / work breakdown doc is where we'll record all the tasks, who is working on which task, and our / the class's deadlines for those tasks.

- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?

Try and figure out what the underlying reason is and try and resolve the issue internally if possible

- How will the work be reviewed?

COMMIT A LOT. Then, we'll comment on / review each other's code.

- What happens if people have different opinions on the quality of the work?

Those who have differing opinions should discuss and make the necessary adjustments because it could be due to misunderstandings, etc.

- What will you do if one or more team members are not doing their share of the work?

Figure out what their situation is and try and work out a solution

- 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)?

We would like to finish reasonably before the deadline

Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?

No, ⅔ is enough, but really depends on the issue

- What will you do if one of you fixates on a particular idea?

  Discuss the merits/detriments of said idea, and decide afterwards