

Team Contract

Goals

- What are the goals of the team?
 - Get an A through the production of a reliable and effective product.
- What are your personal goals for this assignment?
 - To become more effective software designers through the use of design patterns and working in a team.
 - Have an opportunity to practice using the fundamental design and implementation techniques we've learned in the course
- What kind of obstacles might you encounter in reaching your goals?
 - The amount of time each of us is able to commit may vary due to our outside workloads. Additionally, a potential lack of experience may hamper our ability to design the best product possible.
- 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?
 - Receiving a grade of a B is unacceptable. A grade of a A is the ultimate goal.
- Is it acceptable for one or two team members to do more work than the others in order to get the team an A?
 - Yes, it is acceptable.
 - If one is not able to finish his task on time, he should notify the other group members as early as possible during the meeting, ideally, 24 hours before the meeting.

Meeting Norms

- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?
 - Daytime on campus
- How will you use the in class time?
 - Unless otherwise determined by the team, class time will be used to coordinate the project amongst ourselves and with the TA, with a secondary use for coding as time permits.

- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?
 - Meetings will be held Monday, Wednesday during class time, Saturday noon with the whole hour allocated. Group meetings are also planned for Thursday afternoon/evenings as available, and the length will be planned as needed.
- Will it be okay for team members to eat during meetings?
 - Yes
- How will you record and distribute the minutes and action lists produced by each meeting?
 - Through the use of a Google Doc. (Minshu)

Work Norms

- How much time per week do you anticipate it will take to make the project successful?
 - 20 hours/week
- How will work be distributed?
 - Work will be assigned on a class/component basis, with an emphasis on equally distributing work.
- How will deadlines be set?
 - We will evaluate our design plan against the deadlines established by the course staff, and generate our internal deadlines from that information.
- How will you decide who should do which tasks?
 - Based on our own strengths and weaknesses, we will determine our preferences and work together to assign tasks based on our capabilities and desires.
- Where will you record who is responsible for which tasks?
 - The Google Doc.
- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
 - Upon the first failure of a team member to complete their assigned task, the other team members will meet with them and discuss how to correct things. The second failure will result in a notification of the TA.

- How will the work be reviewed?
 - We need to write unit tests for the code we develop. We will use the code reviewing system on the Github website. Formally, each of us will be responsible for reviewing the code written by one other team member, to be decided at each deadline.
- What happens if people have different opinions on the quality of the work?
 - Democracy and major rule, with the expectation that team members will satisfy pre- and postconditions.
 - Long live Eric Chang
- What will you do if one or more team members are not doing their share of the work?
 - The other team members will discuss the issue with them, focusing on solving the issue the other team member is facing.
- 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)?
 - So long as we meet the team-appointed deadlines, the individual work style does not matter.
- What if someone drives the discussion to irrelevant topics?
 - **ONE QUARTER GOES INTO PARTY FUND**
- What if someone didn't contribute to the meeting at all?
 - same as above
- **Collaborative Coding: push to branch and then merge to master - \$1 penalty**

Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?
 - No, majority rule is acceptable.
- What will you do if one of you fixates on a particular idea?
 - We can discuss until the end of that meeting, but majority rule decides at the end.