

Team Contract

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Goals

- What are the goals of the team?
 - Get at least 95% on the project
 - Satisfy the minimum requirements and add additional features
 - Win an award
 - Smooth workflow / run efficiently
- What kind of obstacles might you encounter in reaching your goals?
 - Other deadlines
 - Time management
 - Thanksgiving break
- 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?
 - Address that fact in the reflection, discuss it in a team meeting
- 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 but other team members have to be informed as soon as possible

Meeting Norms

- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?
 - Meetings should be held where there are desks and whiteboards.
 - Class time is a very good time to meet, especially because there are TA's and professors around
 - Other times are fluid, but let other group members know at least a day in advance to make sure they can make it
- **How will you use the in-class time?**
 - Work on the project and make use of the TA's present
- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?
 - We should meet every other day to make sure that the project is on track and that everybody is doing their job. Also this will allow us to raise concerns and ask for help if necessary. These meetings would be 1-2 hours long.
- How will you record and distribute the minutes and action lists produced by each meeting?
 - We will use a whiteboard/blackboard, take photos of what we worked on and distribute the images via email. We will also send out updates and action lists via email.

Work Norms

- How much time per week do you anticipate it will take to make the project successful?
 - At least 12 hours a week (total of 108 hours amongst the team members by the end of the

- project)
- How will work be distributed?
 - However seems best as we are designing
 - As equally as possible
 - For now, distribute by modular component
- How will deadlines be set?
 - Through regular meetings (i.e. “what are we going to have done by next meeting?”)
- **Where will you record who is responsible for which tasks?**
 - This will be sent out over email, and recorded over git commits.
- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
 - Talk to the individual about his performance and figure out a plan of action that will allow him to work more reliably
 - If that doesn't work, we can talk to a TA
- How will the work be reviewed?
 - Let other team members review components that are connected to what they are working on
 - Write tests and detailed specs
- What happens if people have different opinions on the quality of the work?
 - Discuss this over team tea.
- 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)?
 - Decide this beforehand in the team contract
 - Be willing to talk about the issue and update team members on progress and future plans.

Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?
 - If the spec of a modular component changes, then the team has to agree or be informed of the decision. If it's the underlying implementation/representation of, for example, an ADT, then the team member has design freedom as long as it works and is well-documented.