

Team Contract

Goals

What are the goals of the team?

- To make a usable and worthwhile application that will contribute to the MIT community
- To develop solid API design and web security skills.
- To design and implement an easy-to-use and intuitive user interface
- To effectively collaborate with teammates to create a well-developed web application
- To have the project completed at least 24 hours before due date to fix any bugs and clean code

What are your personal goals for this assignment?

- For everyone to get an A!

Meeting Norms

How will you use the in-class time?

- We will use that in-class time (if we have it free) to have our meetings
- We will discuss our progress since last meeting and steps forward

Will we meet outside of class time?

- **Saturday 1-3pm** (longer if necessary, optional after 3pm)
- **Tuesday 9pm-12am** (general finishing up of submission)
- **Thursday TBD** (after TA meeting)

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

We'll alternate between who is recording for each of the respective meetings. We'll have it structured such that updates, action items and decisions/assignments are written. Our centralized location for minutes and action items will be stored in our shared Google Drive folder.

Work Norms

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

We will probably work about 15 hours a week per person in order for this project to be fully built.

How will work be distributed?

During each of our meetings, we will allocate work that needs to be done by the next meeting. People can volunteer to do what they want, but we want to make sure that everything is split evenly.

How will deadlines be set?

After every meeting, we will decide what needs to be done. Deadlines will always be for the next meeting. Understandably, if tasks are expected to take longer than the amount of time to the next meeting, the person responsible will tell about his progress, problems and ask for help if needed.

Where will you record who is responsible for which tasks?

All of our meeting minutes will be stored in our shared Google Docs.

Decision Making

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

75% approval (3 out of 4) has been agreed to as sufficient to pass a motion. If in the case that a member has been outvoted and yet still strongly disagrees, discussion will continue until we can reach an agreement that is satisfactory for all parties. If after lengthy discussion, we cannot reach an agreement, we'll use our next TA meeting as an arbiter to determine the best course of action.

What will be done if the team feels a member is slacking off?

When the team feels that one of the members is not carrying their weight, the other members will confront him and speak to him about his efforts. If he does not take our concerns, we will bring it to the attention of the TAs during our meeting. If this does not help improve his efforts, we'll bring it to the attention of the instructors and write a negative review on the final part.