Goals

- What are the goals of the team?

  Our goal is to get an A and create the best possible pingball game given our time and ability.

- What are your personal goals for this assignment?

  Personal goals: same as team goals.

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

  Potential obstacles include technical obstacles in implementation, different time schedules, and the overall time constraint of the project.

- 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?

  The people who want an A will have to step up (a la https://www.youtube.com/watch?v=xSZdntRnQVg) and will also talk to the member letting the team down. We are all close friends so we don't anticipate having issues in having open and honest communication.

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

  If that is what it takes to succeed it may be necessary, but we would prefer this is not the case.

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 will use in class time to meet and will also holding longer meetings in the evenings after dinner. Meeting will be either at the chapter room at PKT (in Boston) or on campus in a conference room in CSAIL depending on the day.

- **How will you use the in-class time?**

  We will use in class time to meet and check in with each other and mentors and instructors.

- 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 the beginning of each part of the project (by deadline) to plan and assign tasks, and at the end to recombine work and fix any potential bugs.

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

  One of us will take notes for each meeting and send them to the team. We will use a google doc to record tasks and deadlines.

Work Norms

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

  As much as necessary.

- How will work be distributed?

  We will try to distribute work as evenly as possible as well as play to individual strengths.

- How will deadlines be set?

  Deadlines are specified by the project.

- How will you decide who should do which tasks?

  In our planning meetings at the beginning of each phase.

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

  In our minutes for the meetings we will assign tasks, if tasks have to be redistributed we will make a record of it.

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

  As mentioned above we anticipate being able to communicate clearly due to our friendship so we should have sufficient time to reappropriate work as necessary. Missed deadlines or work will be noted in the final write up.

- How will the work be reviewed?

  All code will be code reviewed by one other team member. We will employ unit testing for as much of the codebase as is feasible as well as implement some end-to-end tests.

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

  We have a three-person team so majority can decide disputes. In general, we can default to the performance of tests as a measure of the quality of the work.

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

  Answered above.

- 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)?

  Meeting frequently and having intermediate deadlines should smooth the majority of these differences. In worrying cases of procrastination, it may be necessary to re assign work (like stragglers in map reduce).

Decision Making

6.005 Project Phase 1: Carolyn Chang, Harrison Hunter, Sam Udotong

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

  No. We have 100% consensus on the team contract, but subsequent parts will be handled on a case-by-case basis with majority deciding conflicts.

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

  See above.