

## Team Contract

Team Name: Blue's Clues (Andrew Capuano, Jason Corriveau Sienna Mosher, Cole Whitley)

Date: 9/21/17

GOALS: What are our team goals for this project?

What do we want to accomplish? What skills do we want to develop or refine?

- Develop a full understanding of the pipeline CPU
- Complete the project fully and on time
- Overcome any difficulties through communication
- Practice and enhance teamwork and Scrum skills
- Create goals and deadlines and stick to them
- Avoid staying up past 3:00 AM

EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?

- All members are present at meetings (excused for illness, family matters, etc - but not for laziness)
- Provide effective communication regarding presence at team meetings; alert other team members well in advance if you are unable to make a meeting
- Communicate often regarding ideas for the project, changes to be made, etc.
- Hold weekly meetings where we discuss work to be done by each team member, touch upon issues we have encountered and help each other find solutions to various problems
- At the end of the project, hand in a functional MIPS pipelined processor that we are proud of
- Be aware of code-readability; make sure to provide comments and useful documentation
- Do your part

POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations?

- Java-style comments (detailed inputs / outputs and overall purpose of modules)
- Well named variables that are easy to understand
- Keep to your assigned tasks - don't work on another part of the project unless other group members explicitly give you permission
- Meet on Tuesdays at 9:00PM and Sundays at 2:00PM meeting in Dana
- Cole will act as our scrum master; he will help the rest of the team in ensuring each team member is on task
- Stay in communication and do your work - we are all busy with other classes and otherwise busy on campus, but we all need to do our fair share of work to complete the assignment on time
- Everyone should always be working in their own branch (not directly in master). Then, after other's approve of your work, you are able to merge it into master.
- Code reviews will occur during lab periods; the purpose of such code reviews is to ensure code is readable and operating.

CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures?

- We will provide the team member with a warning and request that they change their behavior. Following this, if their behavior has not changed, we will contact Professor Marchiori as far as how to proceed moving forward.

We share these goals and expectations, and agree to these policies, procedures, and consequences.

Team member name: Cole Whitley !

Team member name: Sienna Mosher !

Team member name: Jason Corriveau !

Team member name: Andrew Capuano !