



TEAM CONTRACT



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TEAM 9

1. What does each member of the team want to get out of working on this project? Is everyone here to accomplish the same thing? What are your goals as a team collectively?

Each team members goals as:

Dylan: I'd like to get a better idea of what goes into creating a quality UI and UX. Also a passing grade so I can graduate in April.:p

Dipesh: I'd like to get a hands-on approach on understanding the user requirement and designing the system with the user in mind.

Emily: I want to gain experience in designing a user interface that is both functional and easy to use for the user.

Brady: I want to learn how to design and code with a group, I've only done solo projects.

Laren: I want exposure to HTML, JS, and CSS through a group project.

We all have different personal goals but, we want to be successful in this class. We also collectively want to learn good design, prototyping, create user friendly UI as well as learn HTML, CSS, and JavaScript.

2. How will you communicate? What are your expectations regarding the timeliness of responses to emails / forum messages?

We will be using discord to as our main source of communication. We will also be using GitHub to collaborate coding.

Each member is expected to respond within 24 hrs and is responsible for providing a 24hrs notice prior to any absences.

3. What do you expect team members to do prior to each meeting?

Each team member is expected to come prepared by finishing all their assigned work in relation to a meeting, as well as review the agenda for the meeting.

4. How are you going to structure the work? When will you meet? What process will you use to assign the responsibilities?

We will structure our work by breaking our ideas down in features and assigning it on GitHub. The work will be broken down based on experience and personal preference. If no one is interested on a task, we will choose a random member, collaborate or assign it to a member that currently does not have a task. After each member has completed their feature, we will merge our work together.

We will meet every Tuesday / Thursday at 1030; Monday, Wednesday, Friday after class; Weekends if necessary.

5. How will the deliverables be submitted? Do you expect all members of the team to have a chance to vet the submission before it goes out? When should the writeup be ready for everyone to review?

The will be submitted on UMLearn by our project manager. At least half of the team, two to three members, will vet a feature before it is submitted. These members will be selected based on skill levels and experience. The members to vet a feature will be assigned in GitHub through pull request review. Any written work should be complete 24 hours before the deadline, while any coding work should be complete 24 hours before the deadline.

6. How will you deal with surprises? What should an individual do when they have a hard time delivering on something they promised either because it was harder than expected or because of an unexpected life event? How will the team respond?

We will deal with surprises by working as a team to come up with a solution. The person with the least amount of work on hand will be assigned to implement the solution. If it's a high priority surprise, we will have an emergency meeting and collaborate to implement solution.

If an individual has a hard time completing their tasks, they can communicate the issue to the team and we will come up with a solution such swapping task with someone who is better fit to fix the issue or collaborate as a team to complete the task. If we are all not capable, we will ask the professor for assistance.

7. How will you manage turn-taking? How will you ensure that all people contribute to the conversations? How would you ensure that decision making is thorough yet expedient?

We will take turns by going around in a circle to let each member discuss their ideas. Each person gets a certain amount of uninterrupted time to discuss their ideas. If we are stuck on an issue and have come up with multiple equally adequate solutions, we will proceed by taking a vote to select a solution.

8. What are your expectations around the attitude of team members in the weekly meeting, and how you should respond to each other's ideas?

We expect team members to come to a meeting ready to discuss and share ideas. Every member is expected to treat each other with respect and not interrupt another member during meetings and while sharing ideas. However if a member does not agree with an idea, constructive criticism and alternative solutions are welcome.

9. How will you handle conflict? If any member on the team feels that something is not going right on the team, how would they signal it? How will the team respond?

If there is a conflict between team members, they are encouraged to resolve it among themselves. If the members of the conflict cannot resolve the issue, they are expected to bring it up in a meeting as the entire team might offer solutions to resolve the conflict. The team is always open to new ideas and will work towards conflict resolution. If the team is unable to solve the issue, we will ask the assistance of a professor.

10. What team roles do you think are necessary for success of your project? Who will be assigned which team role? Consider each team member's strengths and weaknesses, and how team roles can help everyone learn or capitalize on their strengths.

Team roles such as leader, communication manager, project manager, document manager, and senior developer are necessary for success.

We will assign team roles as follows:

Team leader - Emily: Emily has a strong personality that can motivate other team members to explore new ideas.

Team Communication manager- Dylan: Dylan has a laid-back personality who can help communicate ideas between team members. Dylan will also act as a conflict resolution manager.

Team Project manager- Brady: Brady is organized and punctual. He can help the team in due date reminders.

Team Document manger- Laren: Laren is experienced in coding and group projects. He can help team members see coding strategies new strategies and group conflicts.

Team Senior Developer- Dipesh: Dipesh is experienced in CSS, HTML and JavaScript. He will help other members with any questions they have regarding to developing.