COMP 3504 - Team Contract

Team Name: Red Circles  
Team Members: Ross McConnell, Cryston Robin, Alec Francois, Jeremy-James Mercer

**1. Team Goals**

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| 1. Get a good grade. 2. Make a functional product/application that is also aesthetically pleasing. 3. Have a product that we are all interested. 4. Learn new skills that can elevate us from the competition. |

**2. Team Roles**

All team members must contribute to and review the code base and documentation submitted by the team. Other roles can be assigned to individual team members based on their strength or on a rotating basis.

**Meeting Facilitator**

Jeremy-James Mercer

(Organizes time/ location of meetings, ensures meetings stay on track, and all team members can and do contribute during meetings.)

**Code Repository Manager**

Cryston Robin

(Manages the GitHub repository, responsible for resolving issues or disputes in commits, ensures that all documents are up-to date)

**Coordinator**

Ross McConnell

(Follows up with individual team members to ensure deadlines will be met or if meetings or deadlines are missed.)

**Documentation Editor**

Alec Francois

(Manages documentation required for project such as reports, READMEs, User Documents, Tutorials... )

**Architect**

Team Effort

(Manages overall design of implementation and classes and maintains internal development documents)

**Meeting Secretary**

Team Effort

(Ensures minutes of meeting are recorded and uploaded to the GitHub)

**3. Team Communication**

First discuss the communication tools each individual team member uses in their lives on a daily basis. Then decide what communication tool you will use as a team. This may be a new communication tool or something that all team members are already using.

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| --- | --- | --- | --- | --- | --- | --- |
|  | Alec | Cryston | JJ | Ross |  | Team Communication tools |
| Texting | X | X | X | X |  |  |
| Phone calls |  |  |  |  |  |  |
| E-mail | X | X | X | X |  |  |
| D2L team discussion board |  |  |  |  |  |  |
| WhatsApp | X | X |  |  |  |  |
| Slack |  |  |  |  |  |  |
| Skype |  |  |  |  |  |  |
| Facebook (messenger) | X | X | X | X |  |  |
| Discord | X | X | X | X |  | X |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**4. Team Meeting Schedule**

It is recommended that you set aside 1 hour each week for a team meeting.

Meeting time:

Every Friday @ 11

Meeting location:

Discord voice chat and on campus meeting alternating weeks

Standing meeting agenda:

Update from all team members – 10 min

Identify problems that need to be resolved (based on update) – 10 min

Discuss/prioritize upcoming tasks – 20 min

Assign work to team members – 10 min)

**5. Expectations from Team Members**

Prevent unnecessary conflict by setting clear expectations.

If you can’t make it to a team meeting then...

Let the group know as soon as possible (preferably before the meeting) so that we can keep you up to date.

If you have problems completing your part of the code for the project then...

Contact the group requesting for assistance and whoever is available to help pick up the slack. If not ask Tyson.

If you haven’t contributed any ideas during the meeting yet then...

Meeting facilitator will ask for your ideas during/after the meeting.

If you have so many ideas that you have spoken for most of the meeting then

All ideas should be put into the discord first and then added to the agenda. Try to limit your ideas to those that are relevant and prioritize your best ones.

If you see that code contributed by another team members is incorrect or could be improved then

Point it out in the discord, make a suggestion for fixing/improvement.

(eg: you’ll explain why the code is incorrect and how it can be improved but the team will decide if changes are required.)

**5. Signing**

If any team member does not meet these expectations, this team members should be reminded of this contract and this should also be reflected in the peer evaluations.

Names of team members that have read and agreed with all parts of this contract:  
  
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