

Management Group Contract

Team Purpose and Objectives:

- Gain an in-depth understanding of how to make an app from start to finish
- Understanding the software engineering workflow
- Learn how to work with a large number of people collaboratively and efficiently
- Touching up technical skills
- Prepares the team to enter industry

Common Values and Standards:

- Responsibility (Responsible for the work you put in)
- Accountability (Account for the mistakes you make)
- Integrity (Be honest and straightforward with the work you do)
- Communication (Coordinate in a timely manner, update team when conflicts occur)
- Courage (Voice opinions, ask questions, and raise concerns as necessary)

Roles, Responsibilities, and Accountability:

- Andrew + Adrian = leads
 - Managing the team
 - Ensuring the team stays on track
 - Regular check-ins with pairs/groups
 - Creating tasks/issues
- Meeting Notes
 - Chakshan, Abdi
- = UI/UX
- = Logic/Backend
- = DevOps
- everyone's responsibility to get their work done on time.

Potential Issues and Conflict-Resolution Strategies:

- Have regular check-ins / stand-up to identify current progress and talk about blockers as soon as they happen
- Task Communication Protocol
 - Project Managers need to clearly specify tasks
 - When delegated a task, make sure to ask questions and completely understand what the task is asking
 - If conflict get too out of hand see conflict between teams section
- Miscommunication about Goals (what we expect product to look like)
 - Solution: Have members meet up to rediscuss and redefine goals for project. If necessary, bring in a third party or the project managers to get an additional opinion.
- Conflict between teams (in terms of code, goals, ideas etc.)
 - Merge conflict resolution thing in vs code
 - solution: both groups meet together, discuss vision/discrepancies between ideas
- Disagreements between groups/pairs
 - solution: come to a compromise, bring a third party in to mediate a conversation between the two people
 - solution: worst case scenario we can separate group members into new pairs/groups to work on different things.

If Rules are Broken:

- Meet with team leads
- Bring it up in the sprint review

Transparent Communication Protocols:

- Weekly meetings
- Continuously check Slack/Discord

Measuring Success:

- Clear communication and thought-out planning
- How well solution adheres to task/specification
 - Quality of solution

Signature: Lia Chai
