

A. Preparation for Team Contract (Based off template from Nathaly Verwaal)

1. What do I want to get out of the team project?

a. What do I want to learn?	<i>(e.g., Programming, Game Design, Team Management, etc.)</i> I want to learn the technical processes and tools used to efficiently build software projects.
b. How do I learn?	I learn by working with my hands and by using visuals. <i>(e.g., Reading a Text, Watching a Video, Trial and Error, etc.)</i>
c. What are my goals for the project?	A goal for the project is to be proud of our work and have completed the project in a timely manner with consistent communication and iterations of our idea. <i>(e.g., Good Grades, Attractive Game, Smart A.I., etc.)</i>
d. What are my hopes and fears about the group?	My hope for the group is that we all work well together and that everyone is able to contribute to the group's efforts in a significant manner. My fear is that we have different expectations of what we want the final product to be and different commitment levels to making sure the project is a success. <i>(e.g., Project will take too much time, Late nights before deadlines, My ideas will be ignored, etc.)</i>

2. What do I have to offer the team and project?

a. Previous experience (that might be useful to the team...)	Previously built simple websites and applications in other course projects and in my spare time. <i>(e.g., Played the Game or a Similar Game, Programming, etc.)</i>
b. Special skills (that I can teach/coach/contribute...)	The new venture creation process. I've had experience working in hackathons and incubators to have an idea on how to bring an idea to life. <i>(e.g., Technical Writing, Conflict Resolution, Programming, Generate Ideas etc.)</i>

3. My Personal Preferences and Work Styles are:

Being early and working early in advance on a project.
Like to work together in a group setting. Does not have to be all the time but I like to schedule a work session as a group several times through the semester.
I like to establish an outline of what the project will look like and the key responsibilities of all team members, especially the deliverable and due dates that are to come.

B. Team Contract

Date: _____

Tutorial Section: _____

Team Number: _____

1. Team Goals

- Get an A grade
- Create a visually appealing project
- Create an application with real value and utility

(e.g., get a good grade, make a visually appealing application, create a useful application, etc.)

2. Team Roles *(e.g., Code Reviewer, Lead, Designer, Architect, Technical Writer, Coordinator, etc.)*

Name	Roles
Vanessa Kirchenberger	<i>Programmer, Designer</i>
Daniel Nwaroh	<i>Programmer, Designer</i>
Dan Dunareanu	<i>Programmer, Tester</i>
Rishabh Kumaria	<i>Programmer, Tester</i>
Michael de Grood	<i>Programmer, Technical Writer</i>

3. Team Organization

How will you communicate?	Team slack channel <i>(e.g., Email, Skype, Instant Messaging, etc.)</i>
Where/when will you meet?	Bi-weekly group meetings when there are clear deliverables that need to accomplish. Friday afternoons. <i>(e.g., On-Campus, Off-Campus, Mondays, etc.)</i>
How will you share files?	Github & Slack Channel <i>(e.g., Email, USB, Dropbox, BitBucket etc.)</i>
What operating system will you use?	Mac OS & Windows & Linux <i>(e.g., Scientific Linux, Ubuntu, Windows, etc.)</i>
What editor(s) will you use?	Atom & Webstorm <i>(e.g., gedit, Notepad, etc.)</i>
What editing style will you use?	Indentation and commenting <i>(e.g., indentation? commenting? etc.)</i>

Any additional considerations?	Our team will be prioritizing time to meet up and work together as a team on the project.
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4. Expectations from Team Members (e.g., Attend all meetings – Bring donuts after missing a meeting, Complete project task before class – Kicked out of team if not completed 3 times, Be open to contributions and ideas from all team members, etc.)

Expectation	Consequence if expectation not met
Attend all Meetings	If you miss two meetings in a row, must buy team Timbits and coffee for the next meeting.
Team members have the right to evaluate your work	If the piece of code that a team member submits does not work is not up to the team's standards, the team can request for it to be redone.
Always contribute	All opinions and insights are valued, so please be engaged in all meetings and group discussions
Ask for help early on	Ask for help/clarification early on, so that others can help you in a timely manner.
Be on Time	Be on time to meetings.
Communicate	If you are not going to be attending lecture/tutorial let the team know.
Get started on tasks early	Team wants to complete certain milestones as early as possible, so do not leave your tasks until the last minute.
3 Strikes	1 st Strike: We discuss issue as a team 2 nd : We talk to professor about team issue 3 rd : Kick individual out of the group
Be Kind	Be kind and respectful of everyone's time
Majority Vote Rules	If the majority of the team agrees with something, the team will move ahead with that decision
Emergency Meetings	An emergency meeting is defined by a meeting where the team has to complete a deliverable by the end of that night and thereby requires the participation and engagement of all team members until

	deliverable is completed. No exceptions except for serious illness or family death.
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All team members participated in formulating the standards, roles, and procedures as stated in this contract. We understand that we are obligated to abide by these terms and conditions.

- 1) __Vanessa Kirchenberger_____date __January 25, 2019__
- 2) __Daniel Nwaroh_____date __January 25, 2019__
- 3) __Michael de Grood_____date January 25, 2019
- 4) _____Dan Dunareanu_____date _____Jan 25/2019__
- 5) _____Rishabh Kumaria_____date _____Jan25/2019_