

# 6.170 Final Project Team Contract

Naim Luján, Dwyane George, Deborah Chen, Yi-Shiuan Tung

November 05, 2013

## Personal Goals

- Apply 6.170 principles to build cool and useful product.
- Do well on the project and get A's.
- Be able to communicate openly to resolve any issues that may arise with project.

## Expected level of achievement and effort

- Each member is committed to delivering the final product, and will put in the required effort.
- Each member will participate in every aspect of the project, including design, coding, and testing.
- Members will meet their assigned deadlines and attend the weekly meetings to discuss progress.

## Frequency, length and location of team meetings

- Team meetings will be every Wednesday at 5pm. We will use this time to integrate our work, discuss the project and assign tasks.
- On Saturdays at 2pm, we'll meet up and code together.
- We will have weekly consultations with our assigned teaching assistant to get feedback on our design and implementation approach.
- We will be on time, and let team members know ahead of time (at least a day for TA meetings, couple hours for our own meetings) if we cant make it/will be late.

## How quality of work will be maintained

- Each member will demonstrate their work to the group during meetings.
- Code will be reviewed by at least one other member of the team.
- Make sure no one works on the same thing and there is clear communication on workflow.
- If we notice issues with quality of work, we will bring it up and work to fix the problem.

## **How tasks will be assigned, and what to do if deadlines are missed**

- Every attempt will be made to assign tasks based on team members preference.
- Work will be split fairly and evenly across all team members.
- Notify the group ahead of time if you'll be having a difficult week. The team will support you and figure out a plan to help you/re-divide work to make sure it gets done
- We will set our own milestones ahead of the class timeline. At each team meeting, agree on what will be done by next meeting.

## **How decisions will be made and disagreements resolved**

- Try to come to consensus. If necessary, take a majority vote after thorough discussion.
- We will consult the TAs if we want other perspectives on issues.
- Disagreements should not be personal, but about the project.