Team Contract

Goals

- What are the goals of the team?

The goal is to finish the project with 6.005 standard. Also, we also thrive to gain experience of working on a software development project in a team.

- What are your personal goals for this assignment?

Mohamed: get experience in using Git with multiple users working on the same project.

Linh: learn the process of coordinating a team during a software development project.

Defne: experience collaboration on a real project through version control and merging on Git

- What kind of obstacles might you encounter in reaching your goals?

People might fail to fulfill the commitments as described in the contract. Sometimes a person's performance is not adequate to push the project forward.

- **Is it acceptable for one or two team members to do more work than the others in order to get the team an A?**

No one should compromise to get a B. If s/he falls behind, s/he needs to push harder to meet the requirement for an A. We do not accept that the burden falls on one or two people only.

Meeting Norms

- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?

Meeting time varies, but starts after 7 pm and ends before midnight. No tardiness. Meeting location: Student Center or Stata Center.

- **How will you use the in-class time?**

In class time is to check in with TA for feedback and direction, as well as communicating between team members.

- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?

Twice a week. Meeting duration capped at 2 hours.

- How will you record and distribute the minutes and action lists produced by each meeting?

Shared email and Google Docs.

Work Norms

- How much time per week do you anticipate it will take to make the project successful?

8 hours/week.

- **How will work be distributed?**

Distribute the work equally based on effort estimation.

- How will deadlines be set?

Our own deadline is 24 hours before the specified deadline as stated in the project. The remaining 24 hours is to fix emergency bugs.

- **Where will you record who is responsible for which tasks?**

We will record after group's discussion. We expect everybody in the team to proceed the tasks as planned. Planning should take no more than half an hour.

- How will the work be reviewed?

The writer and another person reviews and comments on code, as well as possible changes in spec. The third person is not supposed to read code, but always check out new spec before coding. If there's confusion, talk to other members.

- What happens if people have different opinions on the quality of the work?

Lay down the common assumption and agree on that term.

Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?

Need a majority (even if the third person is absent in that decision).

- What will you do if one of you fixates on a particular idea?

S/he should check with the TA for a compromise.

Confirmation of team members
Linh Nguyen
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