

## 6.005 Final Project Team Contract

c.panna – eewayhsu, kelseyc, mingy

### Team Goals

The **primary goal** of the team is to design and implement a coherent program that satisfies the requirements of the project and its specification as described on 6.005 **Espresso**. If the project description and specification is altered by the 6.005 staff between now and the deadline, we will endeavor to modify our project accordingly and reassign our expectations. The goal is considered achieved if all of the team members agree that the final product is coherent at the exact moment of the deadline.

The **secondary goal** is to collaborate effectively as a team. Since effective collaboration is an arbitrary standard, we aim to be each satisfied by the union of the performance and contributions of the other members on the team. An individual is considered satisfied if he or she declares to be so at the exact moment of the deadline. The goal is considered achieved if all of the team members are satisfied.

The **achievement status** of the goal cannot be changed after an indefinite period following the deadline. In other words, the satisfaction status of an individual and the agreement on coherency cannot change even if someone changes his or her mind at a later date, for example, after the grades have been assigned.

The **obstacles** we might encounter in reaching our goal include finding acceptable meeting and work times outside of class to create the initial design of our project, adjusting to each other's coding styles and work flows, and time constraints set on each individual member.

The **grade** we receive on the project should be representative of the work put in by the group. In the situation where person X decides that a B is acceptable due to undoubtedly more important situations (mental and physical health), they must immediately notify the other teammates and find a way to reassign the work. Here, person X will also be expected to repay the other teammates for their extra pain through food of deliciousness level 7 (which is fairly deliberated). Person X is still expected to be responsive, to the best of their abilities, regarding the project. In a situation where person X has decided not to put in work due to their own disregard for 6.005 grades, teammates are allowed to call a group meeting with a TA to discuss the situation. They will be pestered to provide food of deliciousness level 11. However, the bottom line is this group was self-chosen. It is acceptable for one or two members to do more work than others in order to get the team an A.

\* Eeway will most likely step out due to her other 3 project classes on May 10th. If tasks have been completed adequately based on prior set standards, it is agreed that it's acceptable for her to have no new tasks assigned, but to be available when necessary to assist teammates in their tasks.

## Personal Goals

“My 6.005 goal is to understand and practice an effective workflow for myself, both while working individually and in group projects. I would like to spend time understanding what makes for clear specifications and effective testing, as implementation is perhaps the simplest part of 6.005 (as we minimally consider runtime and memory constraints). I plan to budget and allocate work in a manner where we finish most of the project by midnight May 9<sup>th</sup>.”  
– eewayhsu

“My personal goal for this project is to gain experience working on a larger scale project with other people. Some aspects of working on a team project that are different from working on 6.005 psets include delegating tasks to different people, making sure specifications are deterministic enough for clients (other team members) to rely on, and using version control.”  
– kelseyc

“My personal goal is to write good code and collaborate effectively with my team members without offending them.”  
– mingy

## Meeting Expectations

**Meeting times** are set to be the most convenient time for all team members. For Kelsey, this means the weekends or after 7pm on the weekdays. For the convenience of MingYang and Eeway, meetings may be hosted at their apartment in Cambridge. If meetings are off campus, Eeway will provide transportation for Kelsey back to McCormick.

Use of **in-class time** will be determined during distribution meetings (refer to work expectations). If no coding tasks have been designated for in-class time, it may be used for team lunch meetings at Koch Cafe after completing a check-in. Hungry people become hangry; hangry people are not effective.

**Frequency** of meetings and length of meetings will depend on project progress. For now, we expect to meet one day over the weekend for 4-6 hours.

**Meeting minutes and action lists** will be recorded using Github Milestones (refer to work expectations).

## Work Expectations

The **time** we promise to dedicate for the success of this project is 8-10 hours a week, per person, including class time. This matches the 12 expected unit hours, accounting for time spent studying for the upcoming 6.005 exam. Over the next 2 weeks, we will total approximately 50 hours of work. Ideally, this will result in a successful project. If at the halfway mark we realize more time is necessary, this commitment may be re-evaluated.

We will be using a private repository on **github.mit.edu** to keep track of code. Unless everyone has managed to acquire private repos on github.com, which would be preferable.

The **distribution of work** is set once a week on Friday (and Monday when necessary). This will include deciding who will be in charge of which tasks we have ahead and choosing deadlines for all tasks.

The **deadlines and domains** (design, specification, testing, implementation) for tasks will be recorded using Github Milestones. Each issue will be assigned to an individual team member. While it is possible multiple team members will be working on the same issue (in situations such as pair programming), there will always be a task leader, the assigned.

In the case of **missed commitments**, the other team members will be angry. If the team member did not show adequate effort to complete the tasks assigned or notify teammates at least 24 hours in advance, their name will be put on the Hall of Shame. They will be required to provide a food of deliciousness level 9.

Regarding **code reviews**, after the general structure of the project is decided as a team, work will be reviewed on Github with pull requests. A pull request is only merged after a consensus has been reached (refer to decision making).

In the case where people have **different opinions**, we will have a group discussion and talk about potential issues with the code and possible improvements (refer to decision making).

Teammates are **expected** to do their share of work. In the case where they do not, the rest of the team will expect food as repayment. There will not be enough money or time or food in the world to fully redeem jerk behavior.

People will always have **differences** because our uniqueness is what makes us special. As long as the team member makes it clear to other members of the team beforehand and follows through with assigned deadlines, everything will be okay. Sometimes there can be heart-felt late night talks as well.

## Decision Making

In **decision making**, while we should strive for a consensus, our group will work as a democracy and require only 2 group members to finalize a decision. However, all three members must be notified and acknowledge all big decisions before they are finalized.

If **one individual** fixates on an idea while the other teammates disagree, he or she will be required to come up with a comprehensive list of pros **and** cons regarding their idea and present it to the team. The team must fairly deliberate the topic at that point and come to a decision, which may still discard the idea. No more than 2 hours will be spent at said meeting. Once an idea is discarded, it can only be reopened by a consensus of all three teammates.

Agreed,  
Eeway Hsu  
Kelsey Chan  
MingYang Ong