

# Team Contract

## 1. Team Goals

- 1) Get an A on the project
- 2) Make sure no one gets an F
- 2) Project: Build a chess program in Java

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

## 2. Team Roles

All team members must contribute to the code base and understand all documents submitted by the team. Other roles can be assigned to individual team members based on their strength or on a rotating basis. (Your team may start by rotating roles and then assign based on strength.)

### Code Reviewer:

Yifeng

(Provides feedback on the quality of all code submitted to the code repository. Some require a code review before the code is added to the code repository.)

### Team Lead:

Jeremy

(Decides what the team will work on based on input from all team members.)

### Meeting Facilitator:

Elvis

(Organizes time/ location of meetings, ensures meetings stay on track, and all team members can and do contribute during meetings.)

### Code Repository Manager:

Elshaday Moges

(Sets up code repository, versions code for the various deliverables, helps other team members use repository, ensures code in repository compiles and runs.)

### Coordinator:

Dijiw

(Follows up with individual team members to ensure deadlines will be met or if meetings or deadlines are missed.)

### Technical Writer:

Jeremy

(Creates documentation required for project such as README file and test document.)

### Architect:

Yifeng

(Manages overall design of implementation and classes and maintains class diagram and other UML documentation.)

### Other

(Specify role, responsibility in role and individuals in role)

### 3. Team Communication

First discuss the communication tools each individual team member uses in their lives on a daily basis. Then decide what communication tool you will use as a team. This may be a new communication tool or something that all team members are already using.

	T e a m  m e m b e r 1	T e a m  m e m b e r 2	T e a m  m e m b e r 3	T e a m  m e m b e r 4	T e a m  m e m b e r 5	T e a m  m e m b e r 6	Team Com munic ation tools
Texting							
Phone calls							
E-mail	X	X	X	X	X	X	X
D2L team discussion board							
WhatsApp							
Slack							
Skype							
Google Hangout							
Facebook (messenger)							
Discord	X	X	X	X	X	X	X

#### 4. Team Meeting Schedule

It is recommended that you set aside 2 hours each week for a team meeting. Teams are formed to ensure that most teams have a 2 hour time block where all team members are available.

Meeting time:

Before Wednesday tutorials 1-2 pm.

After Wednesday tutorials at 4pm if needed .

Meeting location: CPSC Lab

(Location on-campus, off-campus, virtual (specify tool used), etc.)

Standing meeting agenda:

1. Review of tasks to be completed from last meeting  
(eg: update from all team members – 20 min)
2. Items that need to be discussed this meeting  
(eg: identify problems that need to be resolved (based on update) – 20 min)
3. Address issues that have been identified  
(eg: discuss/prioritize upcoming tasks – 10 min)
4. Assign tasks for upcoming week to be completed by next meeting  
(eg: design work to be completed and assign to individuals – 50 min)

#### 4. Expectations from Team Members

Prevent unnecessary conflict by setting clear expectations.

If you can't make it to a team meeting then inform the group ASAP, update progress with the group, and get meeting results from Team Coordinator.

(eg: let coordinator know as soon as you know you can't make it and ask coordinator for results of meeting)

If you have problems completing your part of the code for the project then contact Team Architect after struggling with the problem for 1 hour without significant progress and at least 24 hours before the Wednesday meetings.

(eg: contact architect after struggling with the problem/code for 30 minutes without results and at least 48 hours before your share is due.)

If you haven't contributed any ideas during the meeting yet then Team Facilitator needs to make sure that everyone is asked for input before the meeting is over.

(eg: meeting facilitator will ask for your ideas during/after the meeting. Let facilitator know if this is problematic for you ahead of time.)

If you have so many ideas that you have spoken for most of the meeting then Meeting Facilitator will ask others to speak first before letting the ideas person speak.

(eg: meeting facilitator will ask you to hold your thoughts and give other team members a chance to speak.)

If you see that code contributed by another team members is incorrect or could be improved then talk to a team member and try to solve it between two people. If the conflict cannot be resolved, then the team will review the code.

(eg: you'll explain why the code is incorrect and how it can be improved but the team will decide if changes are required.)

Other expectations: .

## 5. Signing

If any team member does not meet these expectation, this team members should be reminded of this contract and this should also be reflected in the peer evaluations.

Names of team members that have read and agreed with all parts of this contract:

Jeremy Stuart    Yifeng Pan    Elvis Chen

Elshaday Moges    Diwij Dev