6.005 Project 1: Team Contract

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October 15, 2012

1   Goals

- We hope to complete the requirements of the assignment and get a strong passing grade.

- We hope to be efficient and timely. Particularly, in the time which we are physically together, as it is often hard to organize group meetings.

- We personally hope to learn a lot about writing elegant code and working as team to come up with a software design.

- We might encounter obstacles in tackling difficult concepts, git problems, missing particular cases (failing at edge cases), and pesky bugs. It is very important to have a good grammar, this will make covering all the cases easier.

- We are going to make sure that we have good communication, because it can be difficult to know what has been completed.

- If one group member decides that a lower grade is acceptable, we will have a team meeting and decide what we can realistically accomplish with the remaining time.

- It is acceptable for work to be uneven, though it is undesirable.

2   Meeting Norms

- Primarily we will meet during class time. Those meetings during class can be to delegate tasks and to coordinate what work will be done by each member. In addition, we are going to hold meetings mostly on Saturdays, and weekdays after 5pm.

- The team will meet ≥ 2 times per week. These meetings will range from 1 hour to 6 hours. We expect most implementations to be done individually and not during the meetings. Meetings are predominantly for discussing design and unforeseen issues. We will also maintain in close contact through digital forms of communication.

- It is encouraged that team members eat during meetings as long as it is not a distraction to the others.

- We will record milestones during each meeting in a Google Doc. We have some diligent note-takers in our group.

3   Work Norms

- We anticipate that this project will take about 10-20 hours per person per week. It's so hard to know with 6.005, but we are mentally prepared for long hours.

- We will do the design and specs together. After the specs, the implementation will be distributed with functions to each person. We will write testing spec as well.

- We have committed ourselves to working on the project consistently, and will not procrastinate. We will have implementation distributed to team members and expected to be thoroughly in progress by Sunday. However, we will create rolling deadlines based on realistic circumstances.

- We will record responsibility delegation in the Google Document. We will allow group members to select the project they are most passionate about. If multiple people are interested in the same part of the project, we will use a random number generator to decide who gets assigned that task.

- If someone does not follow through on their work, whoever is free at that time will have to complete the task. However, the individual who shirked his/her work will have to make up for it later.

- Work will be reviewed by peers as it comes in. We will ask each other for input on one another's code.

- If someone is not doing their share of the work, we will first discuss amongst ourselves. If the issue is unresolvable we will talk to our TA.

- To be consistent, we will set deadlines for everyone together, rather than specific to individual preferences. We expect everyone to get done the work that they have promised, by their promised deadline. It is up to that person to decide how they will spend their time up to that deadline.

4   Decision Making

- We do not need 100% approval before making a decision, we trust each other, but we do expect that the members will make responsible decisions. In the event of doubt, majority vote will rule.

- If a group member is fixated on a particular idea, then we will have a majority-rules vote on whether or not the team will continue to consider the idea after the member has presented their argument.