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TEAM CONTRACT

- **Expected level of achievement and effort for each team member**

1. What are the goals of the team?
 - a. *Learn through collaboration, finish the project and get an A*
2. What kind of obstacles might you encounter in reaching your goals?
 - a. *Time management*
 - b. *Division of tasks*
 - c. *Clearly defining responsibilities*
3. What happens if all of you decide you want to get an A grade, but because of time constraints, one person decides that a B will be acceptable?
 - a. *Cannot change the goals of the team*
4. Is it acceptable for one or two team members to do more work than the others in order to get the team an A?
 - a. *It is not acceptable for one or two team members to do more work than the others in order to get the team an A, unless special circumstances.*

- **Personal goals for each team member**

1. What are your personal goals for this assignment?
 - a. *Same as team goals.*

- **Frequency, length and location of team meetings**

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

- a. *Student center - 5th floor, or office hours*
 - b. *Preferred times are Tuesday at 4pm, and Thursday after lecture for at least an hour*
2. How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?
 - a. *At least twice a week. Meetings will be at least two hours long.*
3. How will you record and distribute the minutes and action lists produced by each meeting?
 - a. *Google Docs*

● **How quality of work will be maintained**

1. How will the work be reviewed?
 - a. *Team members will review other people's code once it's pushed into Github before merging into master branch. This also ensures that everyone has a sense of what is going on (and not only what they are working on).*
 - b. *We will use some time to meet up, review progress, set guidelines and smaller goals, and ask for help from our TA if necessary.*
2. What happens if people have different opinions on the quality of the work?
 - a. *Discuss to understand their opinion and reach a consensus among the group.*
3. What will you do if one or more team members are not doing their share of the work?
 - a. *Sit with the team member to figure out what the problem is and try to resolve it before the deadline. If this isn't possible we'll reassign the work and possibly escalate the problem to a TA.*
4. How will you deal with different work habits of individual team members (e.g., some people like to get assignments done as early as possible; others like to work under the pressure of a deadline)?
 - a. *After work is divided, deadline will be set on the tasks. It is up to whoever the task is assigned to complete it any time before the deadline.*

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

1. How will work be distributed?

- a. *Work will be evenly distributed among all members of the group based on expected length of task and taking into account individual team member's strengths and preferences.*
2. How will deadlines be set?
 - a. *After scoping the project we will split it into tasks that must be performed by individual team members. Deadlines will be set based on the importance of the task and the time estimate we have given to it*
 - b. *Deadlines can be changed or adjusted during team meetings with agreement.*
3. Where will you record who is responsible for which tasks?
 - a. *Recording in a centralized document for all members to see (Google Doc)*

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

1. Do you need consensus (100% approval of all team members) before making a decision?
 - a. *For design decisions like deciding whether to include a specific feature, we will go with majority consensus.*
 - b. *When approving pull requests, only need one person to review the code; if there is disagreement on whether the code is of sufficient quality, then can talk during meeting.*
2. What will you do if one of you fixates on a particular idea?
 - a. *Discuss and come to an agreement, as long as majority is fine with the idea then go for it.*