

Sho Tanaka, Josh Meier, Carlos Flores

Group Contract

Goals Statement:

Our goal is to get the experience of working on a project and code with other people which will be a significant skill we will need when entering the workforce. We would want to attain skills such as time management, responsibility, coding with multiple languages, be familiar with Git, and many other skills that we will need after we graduate from Carleton.

Strengths:

Sho: Willingness to always show up to work with the team no matter what and will give 100% effort

Josh: Detailed oriented personality, I am good at facilitating discussions.

Carlos: I am pretty creative, I am strong at solving problems from a big picture perspective

Capitalizing on our Strengths:

Sho's willingness to work and have effort will be important since without them, sho will not work on the projects and not achieve our goal to gain the experience and knowledge we can get by working together.

Josh's detailed oriented personality will be our key to working on our project since he will be able to analyze each task we will have to complete and guide us to the correct answer. Also it will come in handy when we include comment on our codes to have detailed explanations

Carlos's creativity will give us hints and inspirations for our projects and even help us figure out what the different user or audience would want from our softwares.

Based on these strengths, hard assigned roles might not be the most useful all the time, so we will be open to rotating and changing them over the lifetime of the project. We do have some assigned roles that we will at least start with defined below.

Team Rules:

- When will your team meet? What time, how often, for how long, where?

Twice a week. Days we will meet will be Sunday 2-4, Tuesdays 1-2, at Anderson.

- What roles will members take on in your meetings? Is someone responsible for setting agendas, taking notes, facilitating discussions, etc?

Sho will be responsible for taking notes and organizing meeting times if we need to change schedules from week to week. Sho will be the organization and time management guy that will keep track of time and organize meetings so everything will be smooth.

Josh will set agendas on what we will do each meeting in a running google document with details on what things we need to be working on and discussing. Josh will also be running tests and debugging our code as we work on our projects.

Carlos will communicate with our professor or the prefect if we have any questions and will be responsible for uploads to Github. Carlos will be in charge of the brainstorming and writing ideas on the board to start at a better position and structure.

- How will you communicate with each other? (to share work, to ask questions, notify the group if someone is running late or if someone will miss a meeting, etc)

We will use slack and notify each other of our availability and to keep each other informed throughout the week.

- How will you make sure communication stays respectful? (How does your team define "respectful"?)

We will make sure communication stays respectful by being professional and only talking about our assignments when we are working on our project. Negativity and strong words will have no place in our discussions. We will work to acknowledge and take into account everyone's unique backgrounds and approaches to the problems in front of us.

- What are the rules for dealing with a teammate who hasn't been communicating? How frequently should team members communicate / check in?

We will give each other a chance to respond, ~6 hrs to respond on non-meeting days and less on meeting days, and if we don't hear back from the person, we will send another message. We will check in on each other the day before our meeting and whenever we need to keep each other updated on things we have worked on throughout the week.

- What technologies will you use to support team meetings and work? (Google Drive, Hangouts, Zoom, Facetime, etc)

Our documents will be hosted through a shared Google Drive folder with all related documents and files and we will conduct asynchronous meetings on zoom.

- How will you make decisions? (Unanimous, consensus, majority rule, by assigned roles, rock-paper-scissors, etc.)

We will primarily make decisions by discussing all of our options and hopefully coming to a consensus that is the best option for everyone. If someone has legitimate concerns for any decisions, we should take them into consideration and not erase them by overruling them with a vote.

- How will you divide the work?

We will prioritize working on the project together with everyone in one place rather than assigning tasks in an “equal” way. We will be using LiveShare in VScode to code together on our files when possible. This is to make sure that we are all on the same page and are able to collaborate our ideas constantly rather than working separately. In instances where we do need to divide our work, we will make sure that any creative/structural brainstorming is done in a group and then we can assign small specific tasks with deadlines and ensure that everyone is aware of what exactly they need to do and how. We want to avoid the situation where some group members are unaware of how or what another member is doing with any aspect of the project.

- How will you ensure that everybody participates meaningfully? How will you make sure that everyone's contribution is valued?

We will keep track of how many meetings the person missed and check on the work we have done outside of our meetings. We understand that schedules get busy and everyone's participation will not always be exactly evenly distributed, but there needs to be honest communication surrounding these circumstances. In our environment, all opinions and thoughts are treated with equal respect and we will be supportive of everyone's contributions.

- What expectations do you have for satisfactory participation? (How much time will each group member spend per week on project activities?)

We will expect at least 4 hours per week of work from each group member on project activities.

- What process will you follow if someone does not live up to their responsibilities and/or meet the standards for work set by the team?

We first will have a brief conversation at the start of a meeting to go over the expectations. If there are further problems, we will notify the professor or have the person make up for it by doing extra work.

- How will you address conflict or deal with disagreements within the team?

Again, we will try to talk through our problems at the start of our meetings, but if things continue to be a problem we will address it by talking to the professor. We will make sure that all grievances brought up are brought up as problems with someone's actions and not them as a person in as respectful of a way as possible.