

# Team Contract

## Goals

---

**Team Goal:** To have a 100% functional project that meets all the requirements by one week before the due date. As a team building exercise, we will nurture and cultivate a living organism (a citrus tree).

**Obstacles:** Other commitments.

**In case of dissenters:** Said person's orange privileges will henceforth be revoked.

**Acceptability of uneven work distribution:** technically acceptable but will never happen because we value our orange privileges.

## Meeting Norms

---

**Acceptable meeting locations:** Maseeh Hall, Marriott, Sloan, Panera, Stata, McCormick

**Meeting times:** Specifically scheduled already for the next week or so, after that TBD

**Using class time:** We will not use the regularly scheduled class time - instead, we will make our own meeting times.

**Meeting outside of class:** We will probably always meet outside of class for as long as it takes to get the project done. We anticipate collaboratively doing a lot of it instead of working completely separately.

**Meeting minutes and action items:** Kept in our google drive folder, updated whenever something is accomplished.

## Work Norms

---

**Work Habits:** We all like to get things done well ahead of time, so difference in work habits will not be an issue.

**Distribution of labor:** tentatively: Jenn = client, Marianne = server, Daniel = GUI.

**Setting deadlines:** we want to keep well ahead of the milestone deadlines, so our deadlines will reflect that.

**Keeping track of who should do what:** in the to-do list on our google drive.

**In case of slackers:** Again, orange privileges will be revoked.

**Reviewing the work:** After completion of each component and then after completion of the entire project, each member will read ALL the code to make sure each of us approves everything.

## Decision Making

---

**Is consensus necessary?** Decisions don't necessarily need 100% approval, but everyone should be informed of any decision made that could affect them.