

# Team Contract

Team name: satoshi

Team members: Fangqing He, Huiwen Shi, Deniz Ak, Max Li

Team email: quinnhe@mit.edu; h\_shi@mit.edu; denizak@mit.edu; maxli231@mit.edu;

## **1. Expected level of achievement and effort for each team member**

We have the vision of implementing a sharing platform for BlueBike users that effectively encourages sustainable behavior. As we move further into the implementation, we may need to adjust the functionalities we plan to implement, but we will still maintain the basics for a sharing platform. We hope each member will devote full concentration during meetings and be up to date with their progress on their assigned tasks. However, we understand that this is a busy time for everyone and we have other commitments. We will frequently communicate our availability and progress to ensure the project progresses under a healthy team environment.

## **2. Personal goals for each team member**

We are looking forward to applying our skills in user interface design, visualization, frontend and backend management to a real-world problem. We also hope to learn from each other. Each team member is good at different things, and through the process of working together and communicating ideas, we hope to explore uncharted areas of our skill roadmap.

## **3. Frequency, length and location of team meetings**

Most of our team meetings will be via Zoom. We may have in-person pair programming sessions if necessary during the implementation process. We plan to hold regular team meetings of the whole group once every week. Depending on our progress, we may have more meetings before deadlines. We will try to keep our team meetings to be less than 1 hour in length to ensure efficient communication and respect each other's time.

## **4. How quality of work will be maintained**

In terms of written documents and reports, our team members will draft the part that they are in charge of, and then we will proofread each other's part and revise it. In terms of implementing the software, we will pair-program different parts of the software and ensure their functionality before combining them together. We will have development branches on GitHub to practice better version control.

## **5. How tasks will be assigned, and what to do if deadlines are missed**

Our weekly team meetings will be used to report progress and assign tasks. We have discussed the skill sets and interests of each team member, and we will try to assign tasks based on these factors. Regarding deadlines, we will remind each other the upcoming deadlines in each weekly team meeting, and ensure that we have made a proper amount of progress. We will try to help each other out if anyone finds it difficult to meet deadlines. If in extreme circumstances we still miss the deadline, this would not be a time to blame anyone, but rather to consider how we can better allocate our tasks and time.

#### **6. How decisions will be made and disagreements resolved**

For major decisions, such as core functionality design, we will discuss during weekly meetings and decide on a version that all the team members feel comfortable to proceed with. For smaller decisions, they will be made by individuals or the pair in charge of the corresponding part. They will update their decision with others during weekly meetings and others will make comments and suggestions. If anyone is unsure about a decision, she/he can send a message to the group and get immediate feedback. When we encounter disagreements, we will discuss the reasons on both sides during our meeting and try to reach a consensus or middle ground depending on the situation.