6.005 Project: Expresso

Team Contract

Goals

- What are the goals of the team?
  - To get an A on the project with all 3 members having approximately equal contributions.
- 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?
  - As a last resort, the other two team members can put in additional work to secure an A.
- Is it acceptable for one or two team members to do more work than the others in order to get the team an A?
  - Yes, if absolutely needed.

Meeting Norms

- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?
  - Meetings will be held in Maseeh or Student Center.
- How will you use the in-class time?
  - In-class time will be used to work jointly on the project rather than independently, and to ask TAs for help in solving any problems that came up during out-of-class work time.
- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?
  - The team should meet for 30 minutes every other day of the week.
- How will you record and distribute the minutes and action lists produced by each meeting?
  - One team member will be designated as scribe and record the minutes and action items on a shared google doc.

Work Norms

- How much time per week do you anticipate it will take to make the project successful?
  - 10 hours
- How will work be distributed?
  - Approximately equally to each team member.
- How will deadlines be set?
  - Deadlines will be set during the weekly meetings.

- How will you decide who should do which tasks?
  - Tasks will be distributed according to the strengths of each member, as well as the quality/quantity of ideas that they have for those tasks.
- Where will you record who is responsible for which tasks?
  - Tasks will be recorded on a google doc which is shared by all group members.
- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
  - The other team members will first try to contact them for an explanation. If this doesn't come to a satisfactory result, the other team members will finish the project and contact the TA.
- How will the work be reviewed?
  - Each member's work will be reviewed by the other two members.
- What happens if people have different opinions on the quality of the work?
  - All 3 members must agree that the quality of work meets the standards to achieve the team's goal.
- 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)?
  - We will set deadlines for milestones along the completion of the project.

Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?
  - On major decisions use consensus. When a single member has responsibility over an area he can make the decision unless the other two members veto him.

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