Team Contract - Emily Kellison-Linn, Caroline Morganti, Hailan Pang

Goals
- Do the best that we can (get an A)
- Personal goals: improve our understanding of abstract data types, grammars, and software engineering skills in general
- We would like each team member to contribute about evenly
- Obstacles we might encounter: time, meeting/schedule conflicts, technical ability/limitation, interpersonal conflicts, conflicts with project design/vision
- As a team, we could decide to go for a B if restrained by time, etc. But one person cannot just give up and go for a B instead of an A.
- Ideally everyone would work nearly equally and for the same goal, but if one or two people really want to do more work, as long as everyone is meeting the baseline, the team members are free to do more if they want to - as long as it's not getting in the way of other people's work

Meeting Times

- We will come to all in-class/recitation times and work there (unless we are sick.) Class time will be used first to review work that we've completed, consult with our TA, then to plan, and then to begin on new work if we have time.
- Aside from class time and office hours, we will hold any additional meetings on the MIT campus, probably in Stata
- We will meet
  - at lecture M, W, F
  - Tuesday recitation: Noon
  - Thursday recitation; 1pm, and just continue working on past 2pm if we want/need to
  - Sunday OHs: 2-5pm
  - We will probably meet quite a few times outside of class
    - We scheduled Thursday afternoons
    - otherwise, we will constantly communicate about what needs to be done and add meeting times as needed
- Even if one of us cannot make it to a meeting, if two of us can meet at a certain time, we will still meet because there is value in any in-person meeting.
- Meetings will likely last 1-2 hours each.
- Hannah is gone at conference Oct 24-26 so will not be able to meet us in person during this time. We will still communicate via email.
- We have a shared Google folder/docs in which we will record all action items and minutes.

Work Norms

- We anticipate probably 20 hours for each of the two weeks
- After the milestone, we will distribute the remaining work after consultation with our TA
  - We will make a list of tasks that need to be completed and go through each of the tasks, and a person/people will claim responsibility for each item
  - We will try to make the distribution of work as equal as possible

- At our meetings, we will set deadlines for each person to complete certain tasks
- Our task list is shared between all members in a Google doc - so we can all collaboratively record who is responsible, especially when meeting in person to set responsibilities
- If someone does not follow through or is not doing their share of the work, we will talk about it and make sure the next tasks are done. If someone is going through personal troubles and emergencies, we will discuss (between ourselves and TA/instructors) and figure it out.
- Work will be reviewed by the team members - either in person or at home.
- If people have different opinions about the quality of work, we can talk it out and figure out either compromises or if a baseline is met (see decision making below)
- Individual deadlines for ourselves and the team will be earlier rather than closer to the assignment deadline, since we anticipate unexpected bugs and we would like extra time to make sure the documentation/comments in our code are well-written.

Decision Making

- Minor decisions relating to minor implementation details of certain methods (if advice is sought from the group by one person) will need a ⅔ vote
- For major decisions (regarding major implementation details, work schedules), we will need unanimous agreement.
- If we have trouble agreeing or if one of us fixates on a particular idea, we will ask a TA for advice on what should be done.