

# Team Contract

geopant, hnassif, vbok

## Goals

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- Our goal is to produce a functioning abc music player. Along the way, we hope to deepen our understanding of functional style, abstract data types, and common design patterns, as well as to acquire further practice in the fundamentals of software engineering.
- In addition, we aim to work collaboratively as a team, mastering the git version control system and working efficiently together, as a single, cohesive unit.

## Meeting Norms

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- **We will devote class-time to general strategy meetings, in which we will review our milestones and progress. This will be the time to ensure that each of us is up to speed on the commitments on which we agreed and, if necessary, to make small adjustments to our code design and work division.**
- In addition to class-time, we plan to hold daily meetings in the evening hours. Furthermore, since all three of us are planning to spend the spring break on campus, we plan to meet regularly during that time.

## Work Norms

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- We anticipate spending as much as 20-30 hours a week on this project. While we plan to divide work and resolve any disagreements by discussion during our meetings, we think it will enhance our work efficiency to entrust one of us, George, with the responsibility of informally leading our group. George demonstrated a great skill at clarifying a problem statement and structuring a program. That said, in terms of actual code, we plan to split work evenly—by mutual agreement.
- **We plan to use a web-based task management tool to record our individual responsibilities and group milestones. To start, we will use Google spreadsheet to track our progress; however, we also plan to experiment with Asana (<http://asana.com/>).**
- It is our strong expectation that if one of us experiences difficulties with following through on a commitment, the person will share his concern with the rest of the group at an earliest possible time. This way, we will have the flexibility to readjust and help one another out.
- In case of a disagreement, we will methodically review the pros and cons of the particular course of action and make a decision as a team.

## Decision Making

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- Only decisions involving code structure and abstraction implementation will require consensus (100% approval of all team members). However, since we plan to agree on the specs for important methods before we code the up, the specifics of implementation will be up to the person tasked with that particular method.