

Team Contract

(Please read with following background music: [MUSIC](#))

We the people of the “Three J-Migos”, in order to form a more perfect codebase, establish readiness for change, insure ease of understanding, provide for the common defense from bugs, promote the general welfare, and secure the blessings of liberty to ourselves from our posterity, do ordain and establish this team contract for the 6.005 Collaborative Whiteboard Project.

Goals

- What are the goals of the team?
 - First, implement a solid version of the bare minimum requirements
 - If possible, create a polished, useful project
- What are your personal goals for this assignment?
 - Josh Haimson: Get more comfortable with building Java servers
 - Jessica Andersen: To solidify my understanding of servers and threading and to think through all steps of designing the product
 - JuanDi: Perform better than first project. Learn to work in a group setting. Learn to proficiently make client/server programs.
- What kind of obstacles might you encounter in reaching your goals?
 - We’d all really like to not do any work during Thanksgiving, so if we find milestone 1 is more work than we expect, this could be an obstacle.
 - We also might be drawn into over-complicating the project, draining our time
- 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?
 - The other two people will step up if possible, and the person who decides a B will be acceptable feels bad about themselves.
- Is it acceptable for one or two team members to do more work than the others in order to get the team an A?
 - While less than ideal, yes.
 - If this is the case, the person who does less work buys dinner for the rest of the team.

Meeting Norms

- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?
 - The location of meetings in order of availability: Student Center, Athena clusters, where we live in Boston.
 - We will preferably meet in the evenings, but when it comes down to it we can work in the afternoons or in the middle of the night.
- **How will you use the in-class time?**

- To make sure we are on the same page and to ask any questions and get feedback if we need to.
- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?
 - We will update each other on the status of the project once every 14.7 hours.
 - Every third update will be a formal meeting lasting no less than 14 minutes and no more than 37 minutes.
- How will you record and distribute the minutes and action lists produced by each meeting?
 - Juan Diego Castrillon, son of Andres Castrillon, will be taking notes every meeting.

Work Norms

- How much time per week do you anticipate it will take to make the project successful?
 - We hope this project will not take as long as the last one - we estimate around 15 hours per person per week, but then again that's what we estimated for the last one and it was a lot more.
- How will work be distributed?
 - Every member will be in charge of a separate component of the project. In turn, we will convene to synergize our parts and create a coherent project.
- How will deadlines be set?
 - Deadlines will be set at the end of each meeting. These tasks should be done before the following meeting.
- How will you decide who should do which tasks?
 - We will assign the tasks based on interests and expertise.
- **Where will you record who is responsible for which tasks?**
 - We will create a separate GDoc for minutes and tasks.
- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
 - First, he/she will be forced to buy cookies. Second, he/she is obligated to take minutes for that meeting. Lastly, he/she will be complemented (preferably with one of the complements used in the first 30 seconds of [this video](#)).
- How will the work be reviewed?
 - All code will be reviewed by another member in the group.
- What happens if people have different opinions on the quality of the work?
 - That's why there are three people in the group. Majority wins.
- What will you do if one or more team members are not doing their share of the work?
 - Please refer to three questions above.
- 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)?
 - Group meetings will have strict deadlines that must be completed before next meeting.

Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?
 - No, you only need the approval of another member.
- What will you do if one of you fixates on a particular idea?
 - Majority wins.