

Team Contract

I. INTRODUCTION

- A. This team contract is made and entered into 22 March 2016 by James Curtin, Anna Papp, and Wilson Qin, referred to individually as “MEMBERS” and collectively the “TEAM.”
- B. The group name is Data Inc. and the project name is A Project.
- C. Our mission is to have good Data Inc. ratio.
- D. We sit in section B5 [luxury box seats of MD 115].

II. TEAM ROLES

- A. Coordinator (general manager of team, tracks progress): Wilson
- B. Scheduler (initiates scheduling/calls meetings): Anna
- C. Submitter (submits assignments on Canvas): James
- D. These roles can be temporarily assigned by team agreement, in case of emergency.

III. MEETINGS

- A. Meetings will be held as needed to complete project requirements. The hour before labs of CS171 (1:30-2:30 PM) will be designated as a possible meeting time. Meetings will be held in the first floor lobby of Maxwell Dworkin.
- B. Prior to meetings, the team will be familiar with the specifications of the assignment and will have conducted preliminary brainstorming. If appropriate, the team will assign specific tasks to members, as designated in a Google Sheet, before meetings to minimize duplication of work.
- C. Team members will complete their assignments alone according to deadlines set for each other with good communication in between meetings. Assignments will be tracked in a Google sheet.

IV. COLLABORATION / ASSIGNMENT SUBMISSION

- A. Assignment deliverables will be created using Google Docs, or other tools that support multi-user collaboration, as appropriate. The Submitter will be tasked with the submission of all deliverables when the task is assigned, but all members will provide feedback and make corrections before it is submitted.
- B. Members who are unable to complete an assigned task should contact the other group members immediately to inform them of the situation and what steps need to be taken to ensure the submission will occur before the deadline. As much as possible, the team should assign tasks to members as to not create conflicts with other responsibilities.

V. COMMUNICATION

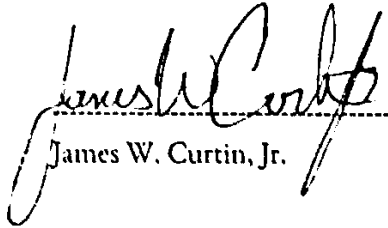
- A. The team will communicate via email and GroupMe, as well as through comments in Google Docs. Messages requiring a reply should be answered in a timely manner, within twenty four (24) hours.
- B. During team meetings, members will follow commonly accepted standards of discussion to ensure all participants have adequate opportunity to present their thoughts and ask clarifying questions.

- C. If a member of the team has concerns regarding the quality of deliverables, distribution of work, participation of other members, or any other matter, the member should send an email detailing the concern to the team with a proposed solution. The other members will respond to the proposed solution and if they believe it should be implemented.

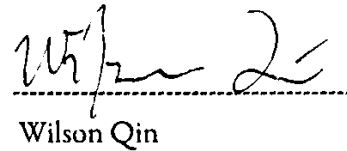
VI. AGREEMENT

- A. The members hereby agree that this agreement is binding and will govern the completion of the Final Project for CS171. Any amendments to this agreement must be proposed by a member and approved by the team by unanimous consent.

VII. SIGNATURES


James W. Curtin, Jr.


Anna Papp


Wilson Qin