Team Contract

**1. Team Goals**

* Learn from the resources given to us and our own mistakes
* Have a functioning game at the end
* Work well together as a team
* Enhance our team and individual coding abilities to improve our overall knowledge of our degree
* Demonstrate and augment efficient problem-solving skills throughout the process of the project

**2. Team Roles**

All team members must contribute to the code base and understand all documents submitted by the team. Other roles can be assigned to individual team members based on their strength or on a rotating basis. (Your team may start by rotating roles and then assign based on strength.)

**Code Reviewer** Gerard Dizon  
(Provides feedback on the quality of all code submitted to the code repository. Some require a code review before the code is added to the code repository.)

**Team Lead** Jane Shen

(Decides what the team will work on based on input from all team members.)

**Meeting Facilitator** Aliya Mammadova

(Organizes time/ location of meetings, ensures meetings stay on track, and all team members can and do contribute during meetings.)

**Code Repository Manager** Jane Shen

(Sets up code repository, versions code for the various deliverables, helps other team members use repository, ensures code in repository compiles and runs.)

**Coordinator** Ritwika Neupane

(Follows up with individual team members to ensure deadlines will be met or if meetings or deadlines are missed.)

**Technical Writer** Charls Dino

(Creates documentation required for project such as README file and test document.)

**Architect** Ritwika Neupane

(Manages overall design of implementation and classes and maintains class diagram and other UML documentation.)

**3. Team Communication**

First discuss the communication tools each individual team member uses in their lives on a daily basis. Then decide what communication tool you will use as a team. This may be a new communication tool or something that all team members are already using.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Jane | Charls | Gerard | Aliya | Ritwika | Team  Communication Tools |
| Texting | X | X | X | X | X | Phone |
| Phone calls | X | X | X | X | X | Computer/Laptop |
| E-mail | X | X | X | X | X |  |
| D2L team discussion board | X | X | X | X | X |  |
| WhatsApp |  |  |  |  |  |  |
| Slack |  |  |  |  |  |  |
| Skype |  |  |  |  |  |  |
| Google Hangout |  |  |  |  |  |  |
| Facebook (messenger) | X | X | X | X | X |  |

**4. Team Meeting Schedule**

It is recommended that you set aside 2 hours each week for a team meeting. Teams are formed to ensure that most teams have a 2 hour time block where all team members are available.

Meeting time: Wednesday (3-4 pm) and Thursday (2-3 pm)

Meeting location: Taylor Family Digital Library

(Location on-campus, off-campus, virtual (specify tool used), etc.)

Standing meeting agenda: 1. Updates from Team - 5 min  
 (eg: update from all team members – 20 min)

2. Delegate tasks - 15 mins  
 (eg: identify problems that need to be resolved (based on update) – 20 min)

3. Address problems and priorities/ problem solving - 40 min

(eg: discuss/prioritize upcoming tasks – 10 min)

**4. Expectations from Team Members**

Prevent unnecessary conflict by setting clear expectations.

If you can’t make it to a team meeting then inform the group a day before, send updates about any progress or problems and contact the coordinator about what happened in the meeting.

(eg: let coordinator know as soon as you know you can’t make it and ask coordinator for results of meeting)

If you have problems completing your part of the code for the project then mass share the code if you’ve struggled with it for more than 45 min, explain the errors and remember to put comments on the code. The team lead must be contacted at least 3 days ahead of time before the deadline if there are any problems.

(eg: contact architect after struggling with the problem/code for 30 minutes without results and at least 48 hours before your share is due.)

If you haven’t contributed any ideas during the meeting yet then the meeting facilitator ask for your input for each major point during the meeting. You can also write your ideas down in the shared google doc and inform the group there. The meeting facilitator will ask you why you are uncomfortable sharing with the team.

(eg: meeting facilitator will ask for your ideas during/after the meeting. Let facilitator know if this is problematic for you ahead of time.)

If you have so many ideas that you have spoken for most of the meeting then the meeting facilitator will bring other people into the discussion and allow each person similar amounts of time to speak. Additionally, you may write down extra ideas as notes and post them on the group notes page.

(eg: meeting facilitator will ask you to hold your thoughts and give other team members a chance to speak.)

If you see that code contributed by another team members is incorrect or could be improved then explain why and how it can be improved as well as offer your help. The team must agree on any major changes to the code.

(eg: you’ll explain why the code is incorrect and how it can be improved but the team will decide if changes are required.)

Other expectations:

All members are expected to contribute equally and one person should not be doing all the work. Everyone is expected to share ideas for the betterment of the discussion and to create a strong team relationship. Members will be respectful of each other’s opinions and comply with group deadlines and meeting times. Members are strongly encouraged to attend group meetings to be aware of any changes and other plans. Team members are expected to regularly update their progress during meetings. Each individual is expected to complete their assigned portion of the project, and communicate to the team lead if they are having any problems.

**5. Signing**

If any team member does not meet these expectations, the team members should be reminded of this contract and this should also be reflected in the peer evaluations.

Names of team members that have read and agreed with all parts of this contract:  
  
Charls Dave Dino Gerard Dizon Jane Shen Aliya Mammadova Ritwika Neupane