6.005 Project #1 Team Contract

Jesika Haria, Predrag Gruevski, Kaivan Wadia

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GOALS:

- Mission statement: to make an abc player using JAVA and gain exposure to collaboration over a software project.
- Each team member will try and contribute equally to the success of the project.
- Anticipated obstacles include scheduling conflicts, class tests and uncertainly or disagreement over design specifications of the project implementation.
- All the team members will work towards the goal of achieving an A in this project.
- If at any point of time a member feels he can no longer work towards an A for the team he/she will still put in their best efforts possible for their share of the work while the team as a whole continues to strive for an A.

MEETING NORMS:

- Meetings will be scheduled on the basis of a unanimous vote according to the most preferable times.
- Meetings will be used to assign tasks, discuss design specifications, share information regarding the progress of individual assignments and track the progress of the project and ensure it is on track for the due date.
- Meetings will also be held in order to work in collaboration whenever possible to use the benefits of pair programming.
- In-class time will be used to work mainly on the implementation of the project thereby facilitating faster and synchronized progress of the project. This time shall also be used for consultation with staff regarding various concerns and roadblocks which might come up in the course of the project.
- As mentioned earlier meetings will be held be a unanimous vote and ensure that the whole team is present for the meeting.
- The location of the meeting will also be decided by a unanimous vote with the only restriction being that it is held on-campus.
- Food and Drinks are allowed during meeting as long as nothing is spilled on the equipment of other team members.

- The minutes of the meeting will be recorded on a google-doc which will be shared with all team members.
- During the period of Spring break meetings will be held via video chat using Skype upon discussing and agreeing upon a suitable time for every member.

WORK NORMS AND ETHICS:

- Trello will be used as the project management tool to record the project timeline and the task delegations.
- The work will be split evenly among the team members to ensure completion of the project. The current estimate of hours required from each team member over the course of the project is 25.
- Work will be distributed on the basis of individual preferences and skills of each team member while ensuring an equitable distribution.
- Mutual agreement and collaborative decision-making will be strongly encouraged if not rigidly implemented.
- Deadlines will be set in advance and will ensure that sufficient time is available before the submission date for code reviewing, editing and unification before the final project is submitted.
- Each task completed by a team member will be reviewed by one or more team members to ensure that the quality of work is satisfactory and that the task is been implemented correctly.
- Any doubts regarding the implementation of a task shall be addressed immediately in order to ensure complete understanding and workings of the code base.
- Failure to comply with deadlines will be accommodated on a reasonable basis. However, repetitive failure to meet with task deadlines will be discouraged strongly. The in-class team meetings should be helpful in making sure that no team member falls back on his/her work due to certain roadblocks or design concerns.

DECISION MAKING:

- Administrative decisions shall always be made in consultation with all the team members in order to obtain a unanimous vote.
- Technical decisions will be made after thorough discussion of the problem at hand and then a majority vote.
- During the Spring Break discussions may take place via the method of e-mail or using Skype depending on the importance of the issue.

TEAM MEMBERS:

Jesika Haria (jesika@mit.edu)
Predrag Gruevski (predrag@mit.edu)
Kaivan Wadia (kwadia@mit.edu)