

CPSC 4910, Fall 2019
Dr. Alexander Herzog / Professor Roger Van Scoy
Team Contract Exercise

The primary purpose of this exercise is to promote a shared understanding of the team project, team member roles within the project, and team expectations for quality and timeliness of individual and group work. This contract is an agreement between you and your teammates about how your team will operate, and defines a set of rules and expectations that you agree to abide by.

The assignment is most effective when all members of the team participate and share their ideas and expectations. Keep in mind that development projects are iterative in nature, and you more than likely will need to adjust some aspects of your team contract as the semester progresses. The team contract is a document that can and should be revised as your understanding of the project matures, you gain better insights into the needs and personal preferences of your team members, and as the work toward project completion takes form.

Blue Team

1. Goals

What are the goals of the team? For example, what quality expectations will you agree to deliver in your individual and team tasks?

- Work together effectively
- Communicate efficiently
- Produce an “A” quality level product
- Meet the course learning objectives
- Have fun

2. Communication / Coordination

How and when will team members communicate with each other, with the project sponsor, and with the professor/TA? Be sure to include as many specifics as you can about the type of information that will be communicated 1) by which team member, 2) to which team member(s), and 3) when. For example, your team leader may agree to email a status update to your project sponsor every Friday by noon EST.

- Primary Communication: Group Text
- Back up: Discord
- All information destined outside of the group will pass through the team leader
- The team leader shall prepare a status report for the product on a weekly basis and distribute as needed
- Team leads will be responsible for updating the team leader each week on their specific implementations

3. Role Definition

What are the individual roles within the project, and which team member will fill each role? For example, if you need to create a database for your project, you will need a database designer who is assigned specific tasks associated with that role. Be sure to consider non-technical roles such as team leader and designated recorder (a person who takes official notes and sends recap/action items following a team meeting). It is likely that some team members will fill multiple roles within the project.

Role	Team member	Associated Tasks
Team Leader	Jeremy Holloway	Coordinating efforts, dividing user stories, communications, team planning
Lead Design	Kyra Anderson	Ensures consistent styling, provides front end guidance, develops overall product theme
Lead Database	Jeremy Holloway	Develops database design, develops stored procedures, manages data for the team
Lead Web Developer	Yohan Moon	Coordinates web servers through AWS, manages feature integration to source code
Lead Quality Control	Wes Bostic	develops test cases for user stories, develops constraints and preconditions for user stories, provides testing data for user stories
Assistant Team Leader	Yohan Moon	Serves as a back up if communication should fail with the team leader or the team leader is unavailable for an extended time
Lead Document Control	Kyra Anderson	controls all document production, coordinates information exchange for documentation, manages document storage, responsible for documentation enforcement in code

4. Participation and Conflict Resolution

How often will team members be expected to attend course lectures, lab sessions, and team meetings? How will team conflict be addressed? How will your team ensure that individual work submitted meets or exceeds the quality expectations of the team? For example, will you use pair programming and code review? Do you have expectations for how much of contributed code should be tested before it is shared with the team? Be sure to include specific methods you will use to inspect each other's work, expectations for providing and receiving constructive feedback, and any backup behaviors you agree to perform.

- All team members will be expected to be in class and lab
- All team members will be expected to attend a weekly meeting outside of class
- All team members will communicate to the team leader directly if they are unable to attend
- Consistent absence will cause a reduction in role within the group, and could cause you to be removed from the group entirely
- The team will decide what features to implement each sprint
- The team will decide what constitutes a finished feature
- All merge requests must be approved by the Lead Web Developer and Team Leader
- All coding should be done in at least a pair for enhanced learning
- If testing data is provided it should be used before submitting a merge request
- If no testing data is provided, edge testing should be the minimum level of testing performed
- The Lead Quality Control should have test data for most features
- The server(AWS) shall be shutdown when not in use
- All finished code should have a secondary back up in the google drive
- Any submitted work should be approved by the team prior to submission, time sensitive documents need at least Team Leader approval
- Team conflict shall be mediated by the team leader, if the conflict is with the team leader it shall be mediated by the Lead Design, in dire cases a TA may be utilized

Date 9/2/2019

Team member signatures

Kyra Anderson
Print

KA
Sign

Wes Bostic
Print

WB
Sign

Yohan Moon
Print

YM
Sign

Jeremy Holloway
Print

JH
Sign