**CPSC 481 – Human Computer Interaction. Fall** - **2020**

**Team Contracts**

Team contracts ensure that students on a team discuss what their expectations and goals are before they start working. A contract helps students set guidelines and agree on consequences if those expectations are not met **before** problems are encountered. Contracts also help us as instructors to support teams that are experiencing problems.

When you submit your contracts, make sure that expectations and consequences are clear. Some examples of possible consequences:

* bringing coffee/donuts when last team meeting was missed,
* mark down in peer evaluation when coming to class or team meetings unprepared three times,
* **removal from team** after missing deadlines more than 3 times without asking team members for help.

There are four components to this handout:

|  |  |
| --- | --- |
| 1. Preparation for team contract | Fill out this sheet during your first tutorial. |
| 1. Team contract template | You can hand in a draft version of the contract to receive feedback and are expected to upload the final version to the project portfolio site. |
| 1. Team contract discussion worksheet | Use this in your first tutorial |
| 1. Examples | Some examples of policies and consequences |

**Preparation for Team Contract**

**Member:** Zahra Ghavasieh

1. **What do I want to get out of the team project?**

|  |  |
| --- | --- |
| 1. What do I want to learn? | UI and UX design, how to implement a design process |
| 1. How do I learn? | Attending lectures and doing research |
| 1. What are my goals for the project? | Create a good portfolio, receive good grades and good experiences |
| 1. What are my hopes and fears about the group? | Members will not accomplish their tasks well or on time, team communication and misunderstandings |

1. **What do I have to offer the team and project?**

|  |  |
| --- | --- |
| a. Previous experience (that might be useful to the team…) | I have used similar design tools and have prior experience in working in group projects and doing design |
| b. Special skills  (that I can teach/coach/contribute…) | Git Version Control, coding, design |

1. **My Personal Preferences and Work Styles are:**

|  |
| --- |
| I prefer to communicate via Facebook Messenger or Discord. |
| I tend to complete simple tasks quickly by myself and then assign the rest of the tasks afterwards. |
| I like having an organized schedule to avoid any miscommunication and to meet deadlines. |

**Member:** Gabriella Kenna

1. **What do I want to get out of the team project?**

|  |  |
| --- | --- |
| 1. What do I want to learn? | How to use design tools, design best practices |
| 1. How do I learn? | Practicing, listening to lectures |
| 1. What are my goals for the project? | Build up my online portfolio, get good grades |
| 1. What are my hopes and fears about the group? | Last minute submissions from team members, |

1. **What do I have to offer the team and project?**

|  |  |
| --- | --- |
| a. Previous experience (that might be useful to the team…) | I have worked on paper prototyping of a mobile app for a Capstone project  I enjoy information visualization |
| b. Special skills  (that I can teach/coach/contribute…) | Git, Vector Graphics/icon creation |

1. **My Personal Preferences and Work Styles are:**

|  |
| --- |
| I like to have internal team deadlines for tasks leading up to a class deadline |
| I tend to set aside specific timeslots for different courses/tasks |
| I like looking for ways to combine the good parts of different ideas, rather than selecting the “best” of multiple ideas. |

**Member:** Jason Li

**What do I want to get out of the team project?**

|  |  |
| --- | --- |
| 1. What do I want to learn? | Improve my UI/UX design skills |
| 1. How do I learn? | By trying and doing |
| 1. What are my goals for the project? | Create a project with a great UI |
| 1. What are my hopes and fears about the group? | Minimum communication leading to a badly done project. |

**What do I have to offer the team and project?**

|  |  |
| --- | --- |
| a. Previous experience (that might be useful to the team…) | Web design, app design, and UI/UX design from work experience |
| b. Special skills  (that I can teach/coach/contribute…) | Swift, JavaScript React, HTML/CSS, JavaScript, Python |

**My Personal Preferences and Work Styles are:**

|  |
| --- |
| Communicate with any online messaging system (Discord, MS Teams, email, etc.) |
| Finish my tasks quickly then be available to help with team member’s tasks |
| An organized schedule to avoid any miscommunication and to meet deadlines. |

**Member:** Paruhang Basnet

**What do I want to get out of the team project?**

|  |  |
| --- | --- |
| 1. What do I want to learn? | UX/UI design, HCI process |
| 1. How do I learn? | Team project, research, lectures and tutorials, assignments |
| 1. What are my goals for the project? | Good grades, clean and presentable project |
| 1. What are my hopes and fears about the group? | Not fully grasping HCI concepts while working on project |

**What do I have to offer the team and project?**

|  |  |
| --- | --- |
| a. Previous experience (that might be useful to the team…) | Taking SENG 513 (Web development) |
| b. Special skills  (that I can teach/coach/contribute…) | Decent at designing around good aesthetic |

**My Personal Preferences and Work Styles are:**

|  |
| --- |
| Clean design for our final product |
| Good communication from team members |
| Valuing and respecting other opinions and ideas |

**Member:** Dheeraj Kumar

1. **What do I want to get out of the team project?**

|  |  |
| --- | --- |
| 1. What do I want to learn? | How to design, design patterns that attract customers to websites and apps. |
| 1. How do I learn? | Researching, Building projects, trial and error |
| 1. What are my goals for the project? | Good grades, a great team project, and skills to carry to industry |
| 1. What are my hopes and fears about the group? | Members might be not as committed. |

1. **What do I have to offer the team and project?**

|  |  |
| --- | --- |
| a. Previous experience (that might be useful to the team…) | I have a little bit of design experience in figma |
| b. Special skills  (that I can teach/coach/contribute…) | Beginner figma skills, python, SQL, JavaScript |

1. **My Personal Preferences and Work Styles are:**

|  |
| --- |
| I prefer to work on tasks alone. |
| I prefer to use program/ languages that I am used to. |
| I prefer to use Discord for all communication. |

**Team Contract Date: 2020-09-21**

**Tutorial Section: TUT01**  **Team Number: Team B**

**1. Team Goals**

|  |
| --- |
| Get a good grade.  Building a cool project to show skills on resume.  Grow in design skills. |

**2. Team Roles**

|  |  |
| --- | --- |
| **Name** | **Roles** |
| Dheeraj Kumar | Designer, design reviewing, researcher |
| Zahra Ghavasieh | Designer, Communication |
| Paruhang Basnet | Designer, Architect |
| Gabriella Kenna | Designer, Documentation Reviewer |
| Jason Li | Designer, code reviewer |

**3. Team Organization**

|  |  |
| --- | --- |
| **How will you communicate?** | Microsoft Teams |
| **Where/when will you meet?** | Online, tutorials. Pick a time when needed outside of tutorial. |
| **How will you share files?** | GitHub and Teams |
| **What operating system will you use?** | Windows, Mac. |
| **What editor(s) will you use?** | VS Code and FIGMA |
| **What editing style will you use?** | Indentation: one tab and commenting: every function |
| **Any additional considerations?** | None so far |

**4. Expectations from Team Members** *(e.g., Attend all meetings – Bring donuts after missing a meeting, Complete project task before class – Kicked out of team if not completed 3 times, Be open to contributions and ideas from all team members, etc.)*

|  |  |
| --- | --- |
| **Expectation** | **Consequence if expectation not met** |
| Attend all meeting where possible. For meetings that you are unable to attend:   * Provide x amount of notice * Review meeting notes | Warning, and if done repeatedly, involvement of the TA and or the Professor. |
| Completing tasks on time | Warning, and if done repeatedly, involvement of the TA. |
| Complete tasks well | Discussion with the group to determine what needs to be done to fix the issue. |
| Ask for help if unsure or struggling | None, but reaching out if needed is strongly recommended. |
| Encourage weird/any ideas | None. |

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*All team members participated in formulating the standards, roles, and procedures as stated in this contract.*

*We understand that we are obligated to abide by these terms and conditions.*

1) Jason Li, date: 9/21/2020

2) Paruhang Basnet, date:9/21/2020

3) Zahra Ghavasieh, date: 9/21/2020

4) Dheeraj Kumar, date: 9/21/2020

5) Gabriella Kenna, date 09/21/2020

1. TEAM CONTRACT WORK SHEET: PART 2

*Team Discussion Guidelines*

1. What does each team member want to get out of this project or experience?
   1. What do I want to learn?
   2. How do I learn – by doing, by someone else explaining, by reading
   3. Goals for the project/experience – something to do with performance that isn’t just tied to a grade (e.g., teach others, generate best new ideas, contribute to society, network, use key information, become a high performing team, etc.)
   4. Hopes and fears about the group
2. What do I have to offer others?
   1. Previous experience that might be helpful to the members of the team
   2. Special skills that I can teach others or coach others to use (e.g., excel, finance, marketing, consensus building, project management, etc.)
3. What are my Personal Preferences/Work styles? For example:
   1. Great editor, lousy writer / Creative thinker
   2. Need to read material before talking about it
   3. Prefer to talk or brainstorm before reading
   4. Communicate best in person / Prefer e-mail to telephone
   5. Want to do individual work before team thinking sets in
   6. Prefer group discussion before developing my own position
   7. Annoying habits that I have that I will try to limit...
   8. What really annoys me but I will try to overcome or tolerate...
4. Discuss your specific expectations for the performance of:
   1. The team with regard to its project or task
   2. Each individual team member
5. Reach consensus on the team’s goals and expectations and write them in measurable, performance-based terms.
6. Decide on the procedures that the team will use to communicate and manage itself.
   1. Include procedures to be used in the event that a team member’s performance falls outside of the expectations (either exceeds or fails to meet minimum expectations).
   2. Focus on both task accomplishment and team dynamics (e.g., rewards, feedback, oral and/or written warnings, managing conflict, etc.).
7. Identify the team’s policies, rules or norms: the behaviors that constitute grounds for initiating each procedure. For example, a rule might be to attend all team meetings. An oral warning may be given to a member who misses a team meeting without prior notification.
8. Discuss the roles that will be needed in order for the team to function and communicate well (process roles) and those that are necessary to complete the project (task roles). When appropriate, identify and assign specific roles.

# Some examples

The ground rules for our team are:

* Come to all classes and be on time
* Come prepared and ready to participate in the team
* Listen actively to what others have to contribute
* Be supportive of the efforts and initiatives of others
* Criticize ideas, not people
* Avoid disruptive side conversations, cellphone calls, etc.

We agree that the consequences for failing to follow the above ground rules are:

* If a team member is unable to attend a class, s/he will notify the team ahead of time.
* If someone on the team is not paying attention during a team in-class assignment or assignment (e.g. not listening; texting or emailing), other team members will point this out and s/he will immediately give his/her full attention to the task.
* If someone on the team is being too critical or otherwise unsupportive, other team members will point this out and s/he will make efforts to watch my words and interactions.