*eecs*441 Team Commitment Contract

Team Norms & Expectations

As a team, it is important to name norms and expectations that you share moving forward. These agreed-upon norms will guide behavior and enable accountability as the year progresses. The specifics are important.

Team email address

Create an MCommunity group email address for ALL students in your team. Do not include the teaching staff. This address will be used to give you access to your team grade sheet.	<armaps441@umich.edu>

Team member work patterns

Some students like to work late at night, others are early risers and prefer to work in the mornings. Some students work best on a tight deadline, others prefer to work ahead as much as possible. Discuss as a team and share your personal work habits and tendencies.
Because of the current remote learning environment, each of us is pretty flexible outside of class, and agree to commit time during the day to work on assignments. Many of our team members have a preference for beginning work early.

Use of communication channel

Frequency of response: how much time is reasonable for email and slack responses when communicating with each other on the team?	Within 8 waking hours (in cases where you will be out longer than 8 hours, let the team know beforehand).
Tone and usage: how will you indicate if something is urgent? What type of discussions can happen in group vs. what type discussions should happen one-on-one?	Tone should be casual with no profanity. Any discussions that impact or rely on the full group must be brought to all of us. Most other topics can be handled within subteams/one-on-one.

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Work-together time
When will your <u>team</u> get together to work on the project each week?
Even if you decide to set aside time for sub-teams to meet, you MUST still have an "all hands" meeting to work out the interfacing between sub-teams.

CoE time expectation: 16 hours/week for a 4-credit course, incl. class time.

Based on previous years experience, successful teams who have earned the highest grades schedule time and work together for at least 4 hours per week outside of the faculty meeting time. The remaining hours are spent on individual efforts.

Who will be working together	Day	Time	Location
All hands meeting time (**REQUIRED**)	Sun	1pm - 2pm	Online
Backend Meetings	TBD	TBD	Online
Frontend Meetings	TBD	TBD	Online

Punctuality

What is your expectation for punctuality at team working and meeting times?	Within 10 mins of starting time (notify team in cases of extenuating circumstances).

Meeting management
How will your meetings be run? Will you ever cancel a weekly meeting? How much advance notice is required to cancel work-together meetings? For activity grading, we will review your weekly meeting agendas, minutes, and action items and task assignments. You are required to prepare an agenda prior to each meeting, take minutes during the meeting, and record your action items and task assignments upon conclusion of the meeting. You must then post the agenda, minutes, and action items/task assignments on your agile board (Trello).

We are planning to have weekly meetings and ask the PM, subteams and in certain cases, individual team members to add items to the agenda of each meeting. We'll then go through these action items together during the meeting. We've set our weekly meeting time and the expectation will be that all team members attend; in the case that less than half of the team is available or that certain subteams are not represented, we will cancel our weekly meeting and reschedule for a different time during the week.

Decision making

How will your team make decisions? All collaborative? At some point will you give autonomy to certain members? How will you communicate decisions that are	Key features and business decisions should be brought forward for discussion by the entire team, even if they involve a particular subteam's workstream. However, each subteam

made to one another during independent or subteam work time?	can make smaller decisions about their work, without bringing it to the entire team, as long as it will not affect the work of other subteams.

Project Manager

Will you appoint one person for the term or will you rotate the role?	One PM for the entire term

The PM serves as the project lead/scrum manager; turns in all team assignments; manages the project plan and timeline; delegates tasks; ensures project milestones and deadlines are met.

All team members must review and approve all assignments prior to submission by the Project Manager.

Due to the relatively small size of 441 projects, the PM role cannot be exclusive: even if you appoint one person to be the PM, they MUST also contribute code.

Agile Management Board

Create a Trello board to manage your project. Invite all members of your team and eecs441staff@umich.edu to your board. Please add "GitHub", and "Slack" as power-ups to your Trello board.	https://trello.com/b/hibOg284/general

GitHub Repository

Create a GitHub repository for your team project source code. Invite all members of your team and invite eecs441staff@umich.edu to join your GitHub repository as Collaborator with write access. The GitHub repo will be linked to your team grade sheet and this team contract, so set your repo to **private**. You will have an option to make it public at the end of term.	https://github.com/mohtamba/ARmaps

Fail fast, fail early, fail often

When a team member realizes they are stuck and cannot meet the deadline, when must they inform the rest of the team?	8 hours waking time

Effort expectation

Some students strive for A+, others are happy to pass the course with a C. Have you had an honest discussion among yourselves as to what each member expects from the team? *Yes*

Team conflict

Occasionally, there will be interpersonal team conflicts. How will you handle them? E.g. first discuss with the team member in person? When would you escalate to your GSI/IA or faculty?

To handle interpersonal conflict, we will attempt to resolve any issues on a case-by-case basis within the team. If the conflict arises from lack of adequate participation in work (such as not attending meetings regularly or not committing any code), our plan of action would be to first check-in with the team member on an individual level to ensure that we understand what is going on (i.e. if there is some reason for lack of communication or contribution or if there is something we can do as a team to ensure their success on the project). For a first offense, we could work together as a team to improve each individual's ability to participate. However, if problems persist a second time without any significant improvement by the team member, at that point we would address the issue again with the team member and bring in a GSI/IA or faculty member if there is not an adequate explanation for their lack of engagement. If another form of conflict arises between 2 or more team members (not related to an individual's contribution to the project), we would those team members to resolve the issue amongst themselves without the involvement of the rest of the team; if that proves unsuccessful, then the individuals in question would be responsible for bringing any issues to the attention of faculty and GSIs.

Cause for dismissal

Following are expected team member behaviors. A demonstrated inability to follow any one of these expectations will be sufficient cause for dismissal from the team, requiring withdrawal from the course or resulting in a failing course grade.

1. Team member did not complete a task that was assigned to them and did not:
   - promptly alert the team and teaching staff that they were struggling
   - reach out for help to another team mate or teaching staff when struggling
   - document their attempts to complete the task

     acceptable documentation: several git commits over the days leading up to a deadline, with code showing that the member had put the time and effort into attempting the task rather than fail to complete the task due to procrastination and lack of effort.

2. Team member failed to respond to messages from other team members within the "Frequency of response" stipulated in this Team Commitment Contract and did not:
   ○ warn the team of a family or medical emergency that would leave them unable to communicate
   ○ provide teaching staff with a proof of medical/family emergency as reason why they were unavailable
3. Team member failed to show up, call in, or participate in 2 or more team meetings and did not:
   ○ warn the team of a medical or family emergency that would leave them unable to attend
   ○ provide teaching staff with a proof of medical/family emergency as reason why they were unavailable
4. Team member failed to conduct themself professionally and collegially. Professional and collegial interaction and behavior means civil interactions with other team members; it is not acceptable, for example, to yell at or openly insult other team members during group meetings or showing other disrespectful attitudes.

Team member signatures

By signing electronically below, you are attesting that you have read this whole Team Commitment Contract, that you have been part of the discussion on each item listed in the Contract, and that you swear to abide by the decisions documented herein.

Member name	uniqname	Signature
Kate Carlton	katevc	Kate Carlton
Claire Blazewicz	blazecla	Claire Blazewicz
Ryan Heidema	rheidem	Ryan Heidema
Nick Holbrook	nholbroo	Nick Holbrook
Mohammad Tambawala	mtamba	Mohammad Tambawala
Meixuan Sun	meixuans	Meixuan Sun
Nick Matton	mattonn	Nicholas Matton