

PROJECT 2

GOALS

goals of the team:

- finish the project
- get an A

personal goals for the assignment:

Kevin: get an A

Brendan: get an A

Kelly: learn how this project works

obstacles: scheduling conflicts, other final projects in other classes to deal with

What happens if all of you decide you want to get an A grade, but because of time constraints, one person decides that a B will be acceptable? NOT ACCEPTABLE

Is it acceptable for one or two team members to do more work than the others in order to get the team an A? we'll do what it takes to get an A. It's okay for some people to do more work as long as each person is putting in equal effort

MEETING NORMS

Do you have a preference for when meetings will be held? Do you have a preference for where they should be held? All day every day, most likely in Baker at night

Kelly: after 4, random lunch breaks, sometimes have ultimate practice at 9pm

Brendan: 1-3 (M), 2-5 (TR), 3-5 (F), after 5 on all days

Kevin: most afternoons (after 2 except Wed and Fri)

we will also be working on the weekend of Thanksgiving at some points to finish this

How will you use the in-class time? We will meet up somewhere (most likely in 34-101) and treat it as normal work time

How often do you think the team will need to meet outside of class? How long do you

anticipate meetings will be? How ever much it takes, potentially every day

How will you record and distribute the minutes and action lists produced by each meeting? Google docs

WORK NORMS

How much time per week do you anticipate it will take to make the project successful? As much as it takes, at least 7 hours a week

How will work be distributed? we will distribute this based on different sections of the project, like the server and two people on gui.

How will deadlines be set? we will decide them together and regroup each meeting

How will you decide who should do which tasks? We will delegate roles within the project and those people will be most responsible for those parts, but everyone will work together and support each other.

Where will you record who is responsible for which tasks: we will be recording this in the team contract

What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)? THIS WILL NOT HAPPEN. But if it does, we will talk to them about it

How will the work be reviewed? We will review each other's work to find bugs and make sure everything is working smoothly

What happens if people have different opinions on the quality of the work? We will discuss the issue as a group and reconcile as best we can

What will you do if one or more team members are not doing their share of the work? We will talk to them and make them do their work.

How will you deal with different work habits of individual team members (e.g., some people like to get assignments done as early as possible; others like to work under the pressure of a deadline)?

We should work earlier on this and try to keep each other accountable and schedule regular meetings so that we finish the project on time.

DECISION MAKING

Do you need consensus (100% approval of all team members) before making a decision? We should definitely have discussion on decisions if there are differing opinions and do our best to come to a consensus. But each person should know to be flexible with the project, especially because we are on a time constraint.

What will you do if one of you fixates on a particular idea? We'll talk about it and try to be open-minded during the ideation process.