6.005 Project 2: Team Contract

Team Members: Rebecca Zhang (ryzhang), Katie Lee (katielee), Birkan Uzun (birkanu)
TA: Joshua Oreman

This team contract will be a guide:

- To present ground rules for team members to follow.
- To determine in advance how meetings, conflicts, decisions, etc. will be handled.
- To have each team member make a formal commitment to the project.

Goals:

1) What are the goals of the team?

The goal of this 6.005 Project Team is to implement an Instant Messaging system in the best way possible and apply ideas/techniques discussed in class to build it.

2) Is it acceptable for one or two team members to do more work than the others in order to get the team an A?

Yes, but we will try to put in the same amount of effort most of the time by meeting and working together.

Meeting Norms:

1) Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?

We will meet in Stata or the Student Center during office hours to do group coding.

2) How will you use the in-class time?

Class time will be used to update the rest of the group members on individual progress, discuss any challenges and concerns about the design, and to provide support and feedback on individual components.

3) How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?

The team will approximately meet four or five times outside of class. Each meeting will last from 2-3 hours depending on the progress.

Work Norms:

1) How much time per week do you anticipate it will take to make the project successful?

10 hours/week.

2) How will work be distributed?

The work will be evenly distributed and we will mostly work together to put in the same amount of effort.

3) How will deadlines be set?

Deadlines will be set by looking at the team's progress, and we will keep a checklist of deadlines in Google Docs.

4) How will you decide who should do which tasks?

We will talk about who is most confident in which area, and then decide who should do which task. However, since we will be coding together most of the time, we will be reviewing each other's code during group meetings and making necessary changes.

5) Where will you record who is responsible for which tasks?

In our Google Docs file.

6) What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?

We will always be making sure we are on the same page by sending each other emails and reminding ourselves of the deadlines that we set.

Decision Making:

1) Do you need consensus (100% approval of all team members) before making a decision?

Consensus is necessary before making any decision that will change the framework or affect another person's code component.Individuals can change the implementation of their own components independently, as long as the specifications are not changed.