

## 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:

A. Preparation for team contract	Fill out this sheet during your first tutorial.
B. 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.
C. Team contract discussion worksheet	Use this in your first tutorial
D. Examples	Some examples of policies and consequences

## **A. Preparation for Team Contract** (Based off template from Nathaly Verwaal) **Daniel Doran**

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

a. What do I want to learn?	I want to be more aware of UX design considerations, even though I plan to be more of a backend developer.
b. How do I learn?	I learn best by being able to experiment, and find what works and what doesn't
c. What are my goals for the project?	I want to get a decent grade; I need my credits, man!
d. What are my hopes and fears about the group?	I often struggle with more artistic/less scientific stuff, so I worry that I may do poorly.

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

a. Previous experience (that might be useful to the team...)	I have some experience with building and designing websites.
b. Special skills (that I can teach / coach / contribute...)	I'm very experienced with web technologies (HTML/CSS/JS)

### **3. My Personal Preferences and Work Styles are:**

I tend to work at my own pace, so I prefer not to have super specific deadlines.
I prefer voiced meetings over text-only communication.
I like having a great deal of control over the specifics of my work.
I work better in situations where the requirements for success are specific, I worry I may not do as well in a design situation.

## **A. Preparation for Team Contract** (Based off template from Nathaly Verwaal) **Richard Williams**

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

a. What do I want to learn?	I would like to learn good UI/UX design principles
b. How do I learn?	Reading and watching youtube videos. Tinkering
c. What are my goals for the project?	Good Grade. Professional Looking final project.
d. What are my hopes and fears about the group?	Conflicting schedules.

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

a. Previous experience (that might be useful to the team...)	Designed a user interface for a summer internship
b. Special skills (that I can teach/coach/contribute...)	Some web development. Some very basic design knowledge

### **3. My Personal Preferences and Work Styles are:**

Solo work with meetings (as opposed to pair programming)
Text-based communication
Steady progress instead end-of-sprint binge coding

## A. Preparation for Team Contract (Based off template from Nathaly Verwaal)

### Jason Lyster

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

a. What do I want to learn?	Learn more about the UI fail forward development process and how to properly investigate user's needs.
b. How do I learn?	Doing hands on work programming, reading notes, and watching videos does not work well for me.
c. What are my goals for the project?	Get an A on it. Having something at the end to show would be nice but my criteria is heavily weighted to our grade.
d. What are my hopes and fears about the group?	I hope we all get along and have a seamless semester. My main fear is not being able to decide on a single idea and having an uncommitted member working on an idea they do not care about.

#### 2. What do I have to offer the team and project?

a. Previous experience (that might be useful to the team...)	Current full stack developer for a large accounting firm.
b. Special skills (that I can teach/coach/contribute...)	Experienced in Angular, developed and prototyped many UI's

#### 3. My Personal Preferences and Work Styles are:

Individual work with 1-2 group check ins per week to make sure everyone is on track
Lots of online communication with people speaking their mind
Weekly goals with no 50-yard dash to finish the project

## A. Preparation for Team Contract (Based off template from Nathaly Verwaal)

### Rulan Lu

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

a. What do I want to learn?	I want to learn about how to make something not only functional, but that looks nice and that people enjoy using as well. UX and UI design will help me learn this.
b. How do I learn?	I learn well by doing things hands on. I also learn well when I look something up and read about it from multiple sources.
c. What are my goals for the project?	My goals for the project is to create something that I can be proud of and that people will enjoy using. Also to get a good grade (A/A+).
d. What are my hopes and fears about the group?	My hopes are that we will all work together and make a great project! My fears are that the workload will be a lot.

#### 2. What do I have to offer the team and project?

a. Previous experience (that might be useful to the team...)	I am in 4th year so I have good programming and group work experience. I also have experience building websites.
b. Special skills (that I can teach/coach/contribute...)	I am an artist and have done lots of design related things in my past. I believe this can help with the UI in the project.

#### 3. My Personal Preferences and Work Styles are:

Getting things done earlier so we don't have to cram right before the due dates.
Good communication!!
Compromising is extremely important in a team so that everyone can enjoy what we are working on.

## A. Preparation for Team Contract (Based off template from Nathaly Verwaal)

### Joshua Diwa

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

a. What do I want to learn?	<i>Want to learn how to work on big projects with other people. Gain an idea on how a design process works for technological devices.</i>
b. How do I learn?	<i>Trial and Error Look at similar ideas from other people and try to recreate/adapt them. (Reverse Engineering) Videos/Visualizations Trying to relate concepts to real-world things and trying to connect them.</i>
c. What are my goals for the project?	<i>A good grade Something to put on display for portfolio/CV use. Something to be proud of when I look back on the project.</i>
d. What are my hopes and fears about the group?	<i>Fear I may miss key meetings due to other commitments in my other classes. Fear that certain group members may not carry their "weight" on the project, decreasing the quality of the project.</i>

#### 2. What do I have to offer the team and project?

a. Previous experience (that might be useful to the team...)	<i>Did two team projects like this one with a similar structure in SENG 300 and CPSC 233, very used to this style and format of project being a 3<sup>rd</sup> year Comp Sci student.</i>
b. Special skills (that I can teach/coach/contribute ...)	<i>Can use my previous experience with GitHub to try and make the uploading process to GitHub as smooth as possible. Have some very basic knowledge of CSS and HTML, along with Java and Python.</i>

#### 3. My Personal Preferences and Work Styles are:

Prefer getting things done and handed in earlier, to reduce the amount of stress and worrying about things not being completed.
Lots of good and helpful communication, the key to these projects!
Like to view other similar examples first before I start working on something.

## B. Team Contract

Date: 09/20/2020

Tutorial Section: 02

Team Number: Team 0

### 1. Team Goals

1. Good grade
2. Portfolio at the end to add to our personal CVs
3. Create something that we are all proud of

### 2. Team Roles (e.g., Code Reviewer, Lead, Designer, Architect, Technical Writer, Coordinator, etc.)

Name	Roles
Josh Diwa	<i>Technical Writer</i>
Daniel Doran	<i>Coordinator</i>
Rulan Lu	<i>UI Designer</i>
Jason Lyster	<i>Code Reviewer</i>
Richard Williams	<i>UX Developer</i>

### 3. Team Organization

How will you communicate?	Microsoft Teams
Where/when will you meet?	Where: Microsoft Teams, When: Monday @ 5 PM Weekly.
How will you share files?	GitHub for Version Control, other files over Microsoft Teams
What operating system will you use?	We are all on different operating systems
What editor(s) will you use?	Visual Studio and Visual Studio Code
What editing style will you use?	Keep your code clean!
Any additional considerations?	Other meeting days aside from Mondays may be added based on workload.

**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.)

<b>Expectation</b>	<b>Consequence if expectation not met</b>
<b>Attend Meetings</b> - (If you know you will miss a meeting let everyone know ahead of time)	Ask the group what they missed in the meeting, and then explain to the group why you missed the meeting
<b>Check Teams regularly</b>	We will call you out in the meeting for not checking Teams regularly.
<b>Meet your deadlines</b>	If you miss the deadline it is up to you to explain to the group why you missed a deadline and you must come up with a solution to present to the team to amend the missed deadline.
<b>Speak your mind in meetings</b>	The whole team will miss out on potential good ideas or we will make a bad decision which means we will get a bad grade if you hold back.
<b>Be respectful</b>	We will all end up not liking you if you are not respectful to us.
<b>Keep up to date with class material</b>	If you fall behind, then you must catch up on the material that you missed before the next meeting. The whole group will do worse if you are not bringing relevant knowledge to meetings.

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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.*

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|---------------------|---------------|
| 1) Joshua Diwa      | date 09/20/20 |
| 2) Daniel Doran     | date 09/20/20 |
| 3) Rulan Lu         | date 09/20/20 |
| 4) Jason Lyster     | date 09/20/20 |
| 5) Richard Williams | date 09/20/20 |