

# Sensum

## Team Contract

Team website: <https://people.cs.clemson.edu/~mmaddox/HCI/>

Zane Hernandez  
Ashley Ferenchak  
Madison Maddox  
Hayden Lewis  
Tyler Graham

CPSC 4140 (Human & Computer Interaction), Spring 2018

1/24/18

**Project Overview:**

People across the world, especially students, suffer from sub-par mental health, with many of life's activities adding stress and taking a toll on our mental well-being. Our group aims to provide a tool to help combat this problem, providing small but significant ways for someone to gradually decrease some of the stress or other mental health issues that are beginning and continuing to affect people in their daily lives.

**Contact Information:**

Zane Hernandez ( [zhernan@clermson.edu](mailto:zhernan@clermson.edu) | Best Way to Contact: (803) 627-5708)

Ashley Ferenchak ([aferenc@clermson.edu](mailto:aferenc@clermson.edu) | Best way to contact: (864) 903-9167)

Madison Maddox ([mmaddox@clermson.edu](mailto:mmaddox@clermson.edu) | Best way to contact: (843) 476-1969)

Hayden Lewis ([whlewis@g.clemson.edu](mailto:whlewis@g.clemson.edu) | Best way to contact: (817) 475-7017)

Tyler Graham ([tpgraha@g.clemson.edu](mailto:tpgraha@g.clemson.edu) | Best way to contact: (843) 364-8094)

**Expectations:**

As a team, we're aiming to get an A in the class. Our goal is to create a meaningful project that we're proud to use as a professional/portfolio piece.

As individuals, we expect each of our members to contribute as equally as possible to the project. Everyone member should have a positive and cooperative attitude throughout the semester. If any member isn't pulling their weight, the other members shouldn't be passive aggressive or leave them to fall behind, but should first reach out and discuss the potential reasons behind their slack e.g. personal problems or being behind in the material. Members should not be afraid to ask for help or advice on anything related to the project.

**Potential Individual Member Roles:**

- Zane Hernandez: Revision, Code, Research
- Ashley Ferenchak: Project Management, Writing, Research
- Madison Maddox: Design, Code
- Hayden Lewis: Research, Code
- Tyler Graham: UI/UX, Backend

**Communication strategies:**

We plan to keep in contact with each other through planned weekly meetings. Outside of meetings, we will communicate as a group through emails and messaging (GroupMe). Individuals may contact each other through email or individual text messaging.

**Expectations for communication/development tools:**

We will most likely use JavaFX for developing our graphical user interface. We will implement version control through Git. To help avoid merge conflicts, we will make sure to clearly communicate with each other when pushing and pulling changes to our repository. The team will keep a task list for the purpose of organizing what needs to be done, who each task is

assigned to, and what the deadline is for each task. The team will also keep a record of meetings to keep track of attendance, task assignment, and any important decisions made.

### **Meeting information:**

Regular meetings will be held at the following times:

- Mondays, 4:00 - 5:00pm
- Wednesdays, 11:15am - 12:15pm

Team members should be prepared to meet on weekends if necessary.

We will meet at one of these locations, depending on room availability:

- A reserved room at Cooper Library
- A reserved space at the Watt Center

Additional meetings can be called through group messaging. Preferably, there should be at least a 48-hour notice. If a team member cannot make a meeting due to unexpected events, he/she is expected to notify the rest of the team as soon as possible.

### **Making Decisions:**

When making a decision, the team will first check for a consensus. If a consensus does not occur, the team will thoroughly address and discuss any and all conflicts and concerns that led to a disagreement. If a consensus simply can't be met, then the team will rely on a majority decision.

### **Conflict Resolution:**

In the likely event that the team encounters an internal conflict, team members shall follow these guidelines for resolution.

- Resolve issues early. They will be easier to fix while they are still small.
- For disagreements/conflicts of ideas:
  - Acknowledge that there is a conflict and actively aim to fix it.
  - Look for common ground between conflicting ideas/people.
  - Give everyone a chance to voice their point of view and argue in a civil manner.
  - Keep the common team goals in mind.
  - Come up with a plan to solve the problem that led to the conflict.
- For team members not meeting expectations:
  - Speak up. Express any concerns during a meeting or in an email.
  - Discuss what progress is being halted by the underperforming team member.
  - If the team member expresses a desire to help or a need for help from the team, assume the best in them and try to come up with a plan to get them caught up.
  - If a team member doesn't improve, or is repeatedly or severely problematic, he/she may be considered for termination.
- The team will keep a record of incidents of conflict or team member issues and what actions and decisions were made to resolve them, along with the reasoning behind those decisions.

- **Terminating a team member:**

- Potential reasons for termination:
  - Repeatedly shirking responsibility
  - Severe lack of communication and group involvement (not responding to group emails and texts that call for their attention, being absent at meetings with no prior notification or explanation afterwards)
  - Being persistently rude, uncooperative, or belligerent/unreasonable with other team members
- In the event that the team believes that one of its team members should be terminated, team members should follow this process:
  - Notify Dr. Plaue that the team believes that it has a team member that should be terminated, and **explain why**. Only notify Dr. Plaue if resolution within the group has failed. Provide relevant records to help back up any points.
    - All team members should be involved in communication with Dr. Plaue. CC other team members when emailing him, and relay information back to other team members after speaking to him in person.
    - Give the candidate team member a chance to explain themselves to the team and to Dr. Plaue.
    - Ultimately, Dr. Plaue will make the final decision on whether or not a team member will be terminated, after hearing both sides.
- Consequences of Termination for the Terminated Member:
  - In the event that a team member is terminated, he/she will be required to complete the semester's work outside of the team. One proposed outcome is writing an individual report/project on the team topic with guidelines specified by Dr. Plaue.
- When a team member is terminated, there will be penalties for both parties:
  - For the team: If a team member is terminated, the rest of the team will be responsible for picking up the terminated member's workload and responsibilities. Tasks and team roles may have to be reassigned, and the remaining members will overall have more work to do.
  - For Dr. Plaue: If the team loses a member, Dr. Plaue won't have the 5-person team he initially paid for. This may result in less pay for the team, and a chance of the project not meeting the deadline due to having fewer people to work on tasks.
  - Let these penalties be motivation to keep the team together and working smoothly.

- **The "Flat Tire Rule" - Handling circumstances out of our control**

- Unexpected life events that can't be helped are always a possibility that the team should keep in mind. Use these guidelines for handling events where a team member may be unable to work on the project or unavailable altogether.

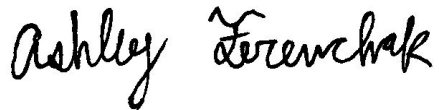
- Team member withdrawing from the course: the rest of the team will have to pick up his/her workload and role(s); not much else can be done
- Personal events (death in the family, illness, etc.): team members shall be understanding, but try to help get the affected team member(s) back into project work as soon as they are ready. In the meantime, help them stay in touch with the group and stay updated on course material, tasks, and decisions made.

By signing this document, each team member indicates that he/she agrees to the terms outlined in this contract, and will abide by them to the best of his/her ability.

Zane Hernandez:

A handwritten signature in black ink that reads "Zane Hernandez". The signature is written in a cursive style with a prominent "Z" and "H".

Ashley Ferencsak:

A handwritten signature in black ink that reads "Ashley Ferencsak". The signature is written in a cursive style with a prominent "A" and "F".

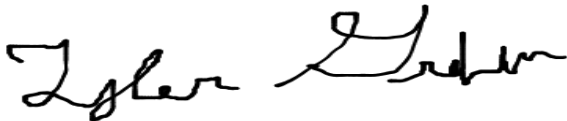
Madison Maddox:

A handwritten signature in black ink that reads "Madison Maddox". The signature is written in a cursive style with a prominent "M" and "M".

Hayden Lewis:

A handwritten signature in black ink that reads "Hayden Lewis". The signature is written in a cursive style with a prominent "H" and "L".

Tyler Graham:

A handwritten signature in black ink that reads "Tyler Graham". The signature is written in a cursive style with a prominent "T" and "G".