*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.	<framerios@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.

No mornings and not past midnight. Weekends only if necessary.

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 4 business hours (including weekends)
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?	- Casual but direct

eecs 441 Team Commitment Contract

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**)	Sunday	5:00	Online

Punctuality

What is your expectation for punctuality at team working and meeting times?	- within 5 mins of starting time

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).

Agenda items. Not cancel but possibly move. 24 hours notice.

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 made to one another during independent or subteam work time?	Vote. 4/6 needed for majority. In the event of a tie, that will be broken by the sub-team in charge of the decision (if applicable).

*eecs*441 Team Commitment Contract

Project Manager

Will you appoint one person for the term or will you rotate the role?	Matt Axner

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/framer11/

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 gradesheet 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/maxner1/framer

Fail fast, fail early, fail often

When a team member realizes they are stuck and cannot meet deadline, when must they inform the rest of the team?	48 hours before deadline (if shorter than a week, 24 hours is fine) Weekly update preferably

eecs 441 **Team Commitment Contract**

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? (Y/N)

Y

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?

Talk to team members individually. Slack message at first, Google Meet or Slack call if not a simple resolution. If authority figure needed after these two steps, then we can agree on contacting an IA/faculty member before doing so.

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
Matt Axner	maxner	Matt Axner
Blake Watson	bwats	Blake Watson
Charles Simms	cwsimms	Charles Simms
Anthony Ng	nganthon	Anthony Ng
Elise Miller	milelise	Elise Miller
Alex Wang	alexzw	Alex Wang