

Team contract

Names/netids:

Ming Cheng(mc2637), Nupur Kale(nak85), Suganya Sankaran(ss3629)

We agree to the following policies for our team. Once agreed to, these policies cannot be changed for the duration of the project.

Team roles. Any specific roles within the group, their responsibilities, and how those roles will be assigned or rotated.

Team roles include:

- Designer: responsibilities include designing the visuals of the project
- Programmer: responsible for coding and mapping data to visual elements
- Team captain: responsibilities include keeping the team on track, leading the meetings, and making decisions when necessary

Everyone in the team is responsible for idea generation during brainstorm sessions. We will help one another on different aspect of the project (eg: design/coding) during the process of completing the project to ensure a successful final delivery. We will also rotate roles to allow each team member to learn and take different responsibilities.

Decision making. For example: consensus, majority vote, or team captain.

We will all discuss and try to reach a consensus that all three of us are happy with, but if we cannot agree on anything, the team captain will make the decision.

Communication. Methods of communication, and expectations for response times.

The team will have a weekly meeting to report progress and issues about the project. We will use Facebook Messenger and Gmail as communication tool within the team. We will use Github repository for storing codes, and we will use Google Drive to share documents amongst the team members. We expect team member to respond to questions/issues within 3 hours.

Balance of responsibilities. Procedures for ensuring that everyone contributes.

We will clearly divide up the work, assign specific tasks for each team member, and hold weekly meetings. During the meetings, we will ask each other to update their progresses and ensure that they are working on the assigned task. If we feel that one of the team members is slacking off, not contributing as much, we will have direct conversation with her and ask for justification. If the team member cannot contribute

during a time period due to upcoming exams or a major project, other team members can help reduce the workload.

Enforcement. When and how we will verify that all team members are following the terms of this contract.

We will verify every week during our meetings that all of us are following the terms of this contract. The verification process could be reading through the contract together and reflect on the group progress during the certain week.

Conflict Resolution. What we will do when we identify problems, and how we will resolve them.

When disagree, each person explains why she disagrees and possibly present her solution. We also will create pros and cons list as well as having a peaceful debate. We will also try to provide any data and evidence to support our ideas. After a productive discussion, we will try to reach a consensus in the end.

Signatures:

Ming Cheng

Nupur Kale

Suganya Sankaran

TA Witness Signature:

Rudy Winkler