

# Team Contract

**Course Name:** Basic Computer Science Practice

**Professor:** Li Yugang

**Class Day/ Time:** Monday - Friday / 08.00 - 11.30, 14.10-16.40

**Leader:** 1820222041 – 溫富勝 Alexander Darryl Kristiawan

**Member:** 1820222021 – 郑国强 Darren Tejaatmaja

1820222030 – 林哲豪 Wilbert Jaya Sucipto

1820222040 – 冯明想 Jesslyn Clarissa Hermanto

**Project Topic: Instant Messaging**

## Team Leadership

The role of the leader will be to organize meetings and make sure that everything is submitted in a timely manner. Who will be responsible when:

Name	Role	Responsible for:
溫富勝 Alexander Darryl Kristiawan	LEADER	Server - Client
郑国强 Darren Tejaatmaja	MEMBER	Server - Client
林哲豪 Wilbert Jaya Sucipto	MEMBER	GUI
冯明想 Jesslyn Clarissa Hermanto	MEMBER	Tester

## Project Visions:

- a. What is the team's goals expectation on this assignment?
  - **High-Quality Product:** The primary goal is to develop a reliable, user-friendly instant messaging app that meets the needs of our target users. The app should offer seamless real-time communication, robust security features, and an intuitive user interface.
  - **Innovation:** The team aims to incorporate innovative features that differentiate our app from existing instant messaging platforms. This could include unique privacy settings, advanced multimedia sharing, or AI-driven conversation features.
  - **Learning and Growth:** As a secondary goal, the team expects to enhance their skills in areas such as app development, user experience design, and client-server architecture. This project is an opportunity for each member to apply theoretical knowledge in a practical, real-world context.
  - **Timely Delivery:** The team is committed to complete the project within the specified timeline, ensuring that all milestones and deadlines are with the high standards of quality.
  - **Collaboration and Cohesion:** The team's expectation is to work together effectively, leveraging each other's strengths, maintain open communication, and support each other throughout the project.
- b. Is each member committed to putting in the work to achieve this?
  - **Work Ethic:** Each team member is committed to contributing their best effort to the project. This includes consistently meeting deadlines, producing high-quality work, and being proactive in resolving any challenges that arise.
  - **Time Investment:** All members agree to dedicate the necessary time to ensure the project's success. This includes attending all meetings, participating in brainstorming sessions, and putting in additional hours when required to meet critical deadlines.
  - **Active Participation:** Each team member is committed to actively participating in all aspects of the project, from initial design and development to testing and final implementation. This means being engaged, offering ideas, and taking responsibility for assigned tasks.

- **Adaptability:** The team recognizes that unforeseen challenges may arise and is committed to remaining flexible and adaptable, willing to adjust plans and workloads as needed to ensure project success.
- **Shared Responsibility:** Every member understands the importance of shared responsibility and is committed to supporting their teammates. This includes helping others when they face difficulties and ensuring that the project maintains forward momentum.

## Work Quality

Project standards : What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews?

### 1. Team Presentations:

- **Clarity and Organization:** Presentations should be well-organized, with a clear structure that guides the audience through the content logically. Key points should be highlighted, and complex ideas should be broken down into understandable segments.
- **Professionalism:** Visuals and slides should be clean, visually appealing, and free of errors. Team members should practice delivery to ensure a confident, professional presentation style. All presenters should be prepared to answer questions effectively.
- **Consistency:** Ensure that all team members are aligned on the presentation's tone, style, and content. This consistency helps to present a unified team front.

### 2. Collaborative Writing:

- **Coherent and Unified Voice:** When writing collaboratively, the document should read as if it were authored by a single person. This means agreeing on a consistent tone, style, and format before drafting begins.
- **Accuracy and Precision:** All content must be accurate, with attention to detail in both the information provided and the way it is presented. This includes proper citation of sources, correct grammar, and spelling.
- **Revisions and Feedback:** Collaborative documents should go through multiple rounds of revision. Each team member is expected to review and provide constructive feedback to refine the document.

### 3. Individual Research:

- **Thoroughness:** Research should be comprehensive, drawing from a variety of credible sources. Team members should dig deep into their topics to ensure a well-rounded understanding, which contributes to the overall quality of the project.
- **Relevance:** The research conducted should be directly applicable to the project. Team members should focus on gathering information that will meaningfully contribute to the development and refinement of the app.
- **Documentation:** All research findings should be well-documented and shared with the team. Proper citations should be included to maintain academic integrity and provide reference points for further investigation.

#### 4. Preparation of Drafts:

- **Initial Quality:** Even first drafts should be of high quality, with clear structure, logical flow, and minimal errors. This sets a solid foundation for revisions and ensures that the team's time is spent refining rather than overhauling content.
- **Timeliness:** Drafts should be completed and shared according to the agreed-upon schedule. This allows sufficient time for feedback and revisions before the final deadline.
- **Incorporation of Team Input:** Drafts should reflect the collective input of the team, incorporating suggestions and feedback from earlier discussions.

#### 5. Peer Reviews:

- **Constructive Feedback:** Peer reviews should be thorough and constructive, aimed at improving the quality of the work. Feedback should be specific, actionable, and focused on helping the author enhance their contribution.
- **Balanced Critique:** While it's important to point out areas for improvement, positive aspects of the work should also be acknowledged. This balanced approach helps to motivate and encourage high-quality contributions.
- **Timely Responses:** Peer reviews should be completed promptly, allowing the author enough time to make revisions before the final submission.

### Strategies to fulfill these standards:

#### 1. Team Participation:

- **Daily Standups:** Hold brief daily meetings where each team member shares what they accomplished the previous day, what they plan to do today, and any blockers they are facing. This keeps everyone engaged and aware of the team's progress.
  - **Pair Programming/Peer Reviews:** Encourage pair programming and peer code reviews to foster collaboration and knowledge sharing. This ensures that everyone is involved in critical parts of the project.
  - **Skill-Based Task Allocation:** Assign tasks based on individual team members' strengths and areas they wish to improve. This not only ensures high-quality work but also supports professional development.
  - **Milestone Reviews:** Set clear milestones and conduct reviews at each stage to assess workload distribution. If imbalances are detected, adjust tasks accordingly.
2. Strategies for encouraging/including ideas from all team members (team maintenance):
- **Brainstorming Sessions:** Regularly schedule brainstorming sessions where all team members are encouraged to share ideas freely. Use techniques like mind mapping or round-robin to ensure everyone's voice is heard.
  - **Anonymous Feedback:** Implement a system for anonymous feedback where team members can suggest ideas or express concerns without fear of judgment.
  - **Inclusive Decision-Making:** Make decisions through consensus or majority voting, ensuring that all team members have a say in key decisions.
3. Strategies for keeping on task (task maintenance):
- **Agile Methodology:** Adopt an Agile approach, breaking down the project into manageable sprints with clear deliverables. This keeps the team focused and provides regular checkpoints to assess progress.
  - **Time Management Techniques:** Use techniques like the Pomodoro Technique or time blocking to maintain productivity and avoid burnout.
  - **Regular Check-Ins:** In addition to daily standups, have weekly check-ins to discuss progress, potential delays, and re-prioritize tasks if needed.
4. Preferences for leadership (informal, formal, individual, shared):
- **Shared Leadership Model:** Adopt a shared leadership model where leadership responsibilities are distributed among team members based on expertise and task requirements. This fosters a sense of ownership and accountability.

- **Task-Specific Leadership:** Assign a lead for each major component of the project g) who is responsible for guiding that part of the project, with the overall project manager coordinating between leads.
- **Mentorship and Support:** Encourage informal mentorship within the team where more experienced members support those with less experience in certain areas, fostering a collaborative and learning environment.

5. Personal Accountability:

- Expected individual attendance, punctuality, and participation at all team meetings:
  - **Attendance Policy:** Establish a clear attendance policy requiring all team members to attend scheduled meetings unless they provide advance notice with a valid reason. If a member is unable to attend, they should review meeting notes and follow up on any action items assigned to them.
  - **Punctuality Standards:** Set expectations for punctuality by agreeing that meetings will start and end on time. Late arrivals disrupt the flow, so emphasize the importance of being prompt.
  - **Active Participation:** Encourage active participation by assigning roles such as meeting facilitator, note-taker, or timekeeper on a rotating basis. This ensures everyone is engaged and contributing during meetings.
- Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
  - **Task Ownership:** Each team member should take ownership of their assigned tasks, ensuring they understand the requirements and deadlines. Use a project management tool to track progress and hold everyone accountable.
  - **Regular Progress Updates:** Require team members to provide regular updates on their tasks during daily standups or through the project management tool. This helps identify any potential delays early and allows the team to reallocate resources if needed.
  - **Consequences for Missed Deadlines:** Clearly define the consequences for missing deadlines without valid justification. This might include reassigning tasks, peer reviews, or other corrective actions to ensure the project stays on track.
- Expected level of communication with other team members:
  - **Open Communication Channels:** Use dedicated communication platforms like Slack or Microsoft Teams for all project-related communication. Establish guidelines for response times (e.g., responding to messages within 24 hours) to ensure timely communication.

- **Proactive Problem-Solving:** Encourage team members to proactively communicate any issues or challenges they encounter, rather than waiting for formal meetings. This approach fosters a problem-solving mindset and helps prevent delays.
- **Transparency:** Promote transparency by encouraging team members to share their progress, challenges, and successes openly with the team. This builds trust and ensures that everyone is aligned with the project's goals.

d. Expected level of commitment to team decisions and tasks:

- **Consensus Building:** Involve all team members in key decision-making processes to ensure that everyone feels committed to the decisions made. Once a decision is reached, all members should commit to supporting and implementing it.
- **Accountability Agreements:** Create accountability agreements where each team member commits to specific tasks and deliverables. These agreements should be documented and revisited regularly to ensure everyone is meeting their commitments.
- **Mutual Support:** Foster a culture of mutual support where team members are encouraged to help each other with tasks and challenges. This not only strengthens commitment but also enhances the overall quality of the project.

## 6. Consequences for Failing to Follow Procedures and Fulfill Expectations

### a. Handling Initial Infractions:

- **Private Discussion:** For a first-time infraction, the team member will have a private discussion with the team leader or a designated mediator. This conversation will address the specific issue, reinforce the expectations outlined in the team contract, and give the member an opportunity to explain their perspective.
- **Verbal Warning:** After the private discussion, a verbal warning will be issued, emphasizing the importance of adhering to the team's standards and the impact of the infraction on the overall project. The team member will be reminded of their obligations and the importance of their role in the team.
- **Documented Action Plan:** If necessary, the team member and the team leader will agree on a documented action plan to prevent future infractions. This plan will include clear steps the member must take to correct the behavior, along with deadlines for improvement.

### b. Addressing Repeated Infractions:

- **Formal Team Meeting:** If the infractions continue, the issue will be escalated to a formal team meeting, where all members will discuss the repeated behavior. The team member will have the opportunity to explain their actions, and the team will collaboratively determine how best to move forward.
- **Written Warning:** A written warning will be issued to the team member, documenting the repeated infractions and the impact on the project. This warning will outline the specific behaviors that need to change and the consequences of failing to do so.
- **Reassignment or Task Redistribution:** Depending on the severity of the infraction, the team may decide to reassign the member's tasks to others who can complete them on time. This reassignment will be documented, and the team member will be expected to contribute in other ways that align with their strengths.

**c. Handling Severe or Ongoing Issues:**

- **Mediation:** If the problem persists, mediation may be sought from an external party, such as a project supervisor, mentor, or advisor. This neutral third party can help facilitate a resolution and ensure that all voices are heard.
- **Reduction of Responsibilities:** For ongoing infractions that significantly disrupt the team's progress, the team may decide to reduce the offending member's responsibilities. This could involve limiting their involvement in decision-making or critical tasks.
- **Final Consequences:** If the infractions continue despite all efforts, the team may escalate the issue to a higher authority, such as a project manager or course instructor. This could lead to more formal consequences, such as a reduced grade (in an academic setting) or exclusion from the project, depending on the severity and impact of the infractions.

**d. Final Consideration:**

- **Reintegration:** If the team member shows genuine improvement and a willingness to correct their behavior, steps will be taken to reintegrate them fully into the project. This could involve restoring responsibilities and encouraging renewed participation in decision-making processes.



## TEAM ACTIVITY PLAN

Project Tasks / Requirements	Who completing this task	Date completed	Due date
Making a Team Contract Document	Jesslyn	21/08/2024	23/08/2024
Making a Conversation Design	Darryl	21/08/2024	23/08/2024
Making a Client-Server Protocol Document	Wilbert	23/08/2024	23/08/2024
Code the Client and Server	Darren	22/08/2024	23/08/2024

## TEAM CONTRACT SCHEDULES

**Day 1-5 (Monday, August 19<sup>th</sup> – Thursday, August 23<sup>rd</sup> 2024)**

**Deadline 11:59PM - August 23<sup>rd</sup>, 2024**

Deliverables:

1. Team Contract

- Create and review the Team Contract.
- Finalize and obtain signatures from all team members.
- Commit the contract to the team's Git repository at docs/team-contract.pdf.

2. Conversation Design

- Define the key components and objectives of the conversation system.
- Draft initial dialogue flows and possible user interactions.
- Review and refine the design as a team.
- Document the final conversation design

3. Client – Server Protocol

- Define the communication protocol between client and server.
- Specify message formats, API endpoints, and error handling.
- Ensure the protocol is well-documented and version controlled.

**Day 6 - 10 (Friday, August 24<sup>th</sup> – Wednesday, August 28<sup>th</sup> 2024)**

**Deadline 11:59PM – August 28<sup>th</sup>, 2024**

**Deliverables:**

1. Concurrency Strategy
  - Determine the concurrency model that will be used (e.g., multithreading, asynchronous I/O).
  - Identify critical sections and potential race conditions.
  - Draft and review the concurrency strategy document.
2. UI Sketches (Paper Sketches)
  - Create initial paper sketches of the user interface.
  - Conduct a team review session to discuss and iterate on the sketches.
  - Finalize the UI sketches based on feedback.
3. Testing Strategy & Demo
  - Outline the testing strategy, including unit tests, integration tests, and system tests.
  - Identify high-risk areas of the design for focused testing.
  - Develop a demo that showcases significant progress, particularly in a critical or high-risk area.
  - Conduct an internal review of the demo and testing strategy.

**Day 11 - 23 (Thursday, August 29<sup>th</sup> – Tuesday, September 10<sup>th</sup> 2024)**

**Deadline 11.59PM – September 10<sup>th</sup>, 2024**

**Deliverables:**

1. Implementation
  - Begin implementing the features outlined in the design.
  - Assign tasks to team members according to their areas of expertise.
  - Conduct regular code reviews to ensure quality and consistency.
2. Testing the Apps
  - Execute the test cases outlined in the testing strategy.
  - Identify and fix any defects discovered during testing.
  - Perform regression testing to ensure no new issues are introduced.
3. Testing Reports
  - Document the results of the testing process.
  - Highlight any critical issues and how they were resolved.
  - Prepare a final testing report for submission.

4. Revised Design
  - Based on feedback and testing results, revise the original design as necessary.
  - Document the changes and the rationale behind them.
  - Ensure that all design documentation is up-to-date and version controlled.
5. Individual Reflection
  - Each team member should write a personal reflection on the project.
  - Reflections should include lessons learned, challenges faced, and contributions made.
  - Compile and submit the reflections as part of the final documentation.

**Team Member Acknowledgment:**

1. **Active Participation:** I affirm that I actively participated in the formulation of the standards, roles, and procedures outlined in this contract. My contributions were made in collaboration with the team, ensuring that all members' perspectives were considered.
2. **Commitment to Compliance:** I fully understand and accept my responsibility to adhere to the terms and conditions set forth in this contract. I acknowledge that these standards have been established to ensure the success and efficiency of our project and the cohesion of our team.
3. **Acceptance of Accountability:** I recognize that failing to comply with the terms and conditions of this contract will result in the enforcement of the consequences detailed herein. I accept these consequences as a necessary measure to uphold the integrity of our project and team dynamics.

**CONTRACT AGREEMENT:**

Name: Darren Tejaatmaja	Signature:  Date: August 19th, 2024
Name: Wilbert Jaya Sucipto	Signature:  Date: August 22nd, 2024

<p>Name: Jesslyn Clarissa Hermanto</p>	<p>Signature:</p>  <p>Date: August 19th, 2024</p>
<p>Name: Alexander Darryl Kristiawan</p>	<p>Signature:</p>  <p>Date: August 19th, 2024</p>