

Team Members:

Sarah Bi

Nancy Hung

Jennifer Zou

## Goals

- What are the goals of the team?

To finish the project.

- What are your personal goals for this assignment?

To learn.

- What kind of obstacles might you encounter in reaching your goals?

Figuring out how to complete different parts of the project.

- What happens if all of you decide you want to get an A grade, but because of time constraints, one person decides that a B will be acceptable?

The rest of the team steps up to finish the project.

- **Is it acceptable for one or two team members to do more work than the others in order to get the team an A?**

We will emphasize even work distribution and mutual accountability as best as possible, but if the situation arises in which a subset of the group needs to do a bit more to fill a gap in our project then we as a group are comfortable with this. Ideally, there will be close to equal contributions from all members, however.

## Meeting Norms

- **How will you use the in-class time?**

We will use in-class time to update each other on our individual progress, discuss any points of difficulty encountered when working alone, and suggest strategies for improvement / refactoring our code. We will also take advantage of TA and instructor input if needed.

- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?

Schedule to work on project:

1. Tuesday - hour scrum meeting 4-5PM
2. Friday - hour scrum meeting 4-5PM if necessary
3. Saturday - afternoon for 3-4 hours (time is flexible)

- Where and when will outside-class meetings be held?

Starbucks / coffee shop near Kendall where caffeine is readily available.

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## Work Norms

- How much time per week do you anticipate it will take to make the project successful?

Approximately the amount of time to complete a p-set for each person. This is a variable number because we all have different schedules, time management strategies, and take different amounts of time to work through code. However, we plan to clearly communicate where we are so that everyone is on the same page about work distribution such that no 2 people will work on the same part of the project and we can pull/push accordingly synced on our individual schedules.

- **How will work be divided among team members?**

We will use the suggested workload breakdown:

	Parser	ADTs	Simulations
Specs	Sarah	Jennifer	Nancy
Testing	Jennifer	Nancy	Sarah
Code	Nancy	Sarah	Jennifer

- **Where will you record who is responsible for which tasks?**

This contract will detail our task distribution.

- How will deadlines be set?

Deadlines will be centered around when concrete parts of the project are due.

**Warmup due** -- Wed Nov 8, 11am (meeting) 10pm (commit)

**Specs due** -- Mon Nov 13, 10pm

**Project deadline** -- Fri Nov 17, 10pm

**Reflection deadline** -- Sun Nov 19, 10pm

- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?

We nag them until they do the work.

- How will the work be reviewed?

Follow the chart from above, but shifted one to the right (so if Nancy wrote the specs for Simulations, she would review the specs for Parser).

- What will you do if one or more team members are not doing their share of the work?

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We nag them until they do the work.

- How will you deal with different work habits of individual team members (e.g., some people like to get assignments done as early as possible; others like to work under the pressure of a deadline)?

We have frequent meetings to check up on progress, we message each other on messenger, and we finalize everything during the Saturday meetings.

## Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?

We will discuss our decisions with at least one other group member (sent in the group chat so everyone is aware) before going ahead with them, as per the work review strategy agreed upon above.

- What will you do if one of you fixates on a particular idea?

Make them snap out of it (if it's a bad idea) or let them implement it (if it's a good idea).

## Signatures

Nancy Hung

Sarah Bi

Jennifer Zou