

6.170 Project Team Contract

Suniyya Waraich, Wai Lok Lai, Noor Eddin Amer, Usman Ayyaz

Expected level of achievement and effort for each team member

- Expected effort / time commitment
 - 10 hours per week per person, for the duration of the project
- Expected level of achievement
 - We are all seeking an A
 - We are all seeking a well designed and implemented product
- Storage of documents
 - A shared Google Folder for meeting minutes etc.
 - Git repository

Goals

- Team goals
 - To work efficiently, following a pre-determined schedule.
 - To work as a team, dividing up tasks according to each member's strengths and weaknesses as a programmer.
 - To describe to other team members one's contribution to the project through version control (git), face-to-face communication, and peer code review.
 - To design and implement a functional and valuable product.
- Personal goals
 - **Suniyya:** To understand more deeply and be able to execute core ideas in server side development and security.
 - **Usman:** To create an aesthetically pleasing and high quality UI that can be showcased in competitions and hackathon pitches.
 - **Noor:** To be able to create a well developed web application from scratch that is usable, well designed conceptually, secure and well implemented.
 - **Angus:** Utilize the materials we learned in the class to create a practical and usable product, in the process familiarizing myself with the product development process, from idea generation, design, implementation, to delivery.
- Potential obstacles in reaching our goals
 - Time constraints and work and exams from other classes
 - Conflicting schedules within the group
 - Deciding what to include when merging commits in Git
 - Differing opinions among team members about implementation or design (concepts and data model)
 - Members not showing up for team meetings
 - Members not delivering their commitments

Frequency, length and location of team meetings

- Frequency of meetings
 - We plan on meeting 3 times each week for the duration of the project: during class time and on Friday.

- The 2 meetings during class time will be at least 2.5 hours each, for us to discuss ideas and decide on high level concepts of the project. We will also go over our progress, to ensure everyone is up to date on where the project stands, to delegate tasks and continue working
- We may meet over the weekends. The meetings will last for an extended period of time (at least 5 hours), during which we sit together in one room implementing the features, hackathon style. This will allow us work on Sunday if we need to dedicate more time as necessary
- All meetings will be on the 3rd floor of the student center.
- We will record our meetings in the shared Google folder. We will also use it to delegate tasks

How quality of work will be maintained

- We will use office hours and the mentor meetings to address any implementation concerns.
- As a team, we will make sure that work is getting done every week and that we hit the right milestones with ample time.
- We will hold code reviews so we can make sure all code is readable and well commented.
 - Peer code reviews at the end of each major coding session (over weekends)
 - A final code review of all that we have written before each deadline

How tasks will be assigned, and what to do if deadlines are missed

- Setting deadlines
 - We will set deadlines ahead of milestones based on discussions in our team meetings
- Task delegation
 - We plan on taking each small task in the project and dividing it among us according to the difficulty of the tasks and our skill sets
 - Each task will be divided into subtasks in a way that is logical and fits best with the project as a whole
 - If anyone wants to do a particular task, they will be able to
 - Otherwise, we will try delegating tasks according to each member's strengths
- Different work habits of individual team members
 - We will all attempt to get things done as early as possible according to everyone's schedule.
- In the case when someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)
 - We will record that they did not follow through and attempt to contact them
 - They will be expected to complete the work they were supposed to get done before the next meeting so that the project progress will not be slowed

How decisions will be made and disagreements resolved

- Need of unanimity (100% approval of all team members) for making decisions
 - If it is a major change in design, then yes

- If it is a minor change in code, we will just commit it to git and then do a code review.
- If one of us fixates on a particular idea
 - We can have a team meeting to discuss the idea and we will vote if a consensus cannot be reached.