

6.005 Project 2 Team Contract

Goals

- What are the goals of the team?
 - To work effectively according to a plan and schedule
 - To delegate tasks effectively taking into account each member's strengths and weaknesses as a programmer
 - To collaborate well in the coding project process with version control (git) and peer code review
 - To design and implement a successful project using what we've learned this semester in 6.005
- What are your personal goals for this assignment?
 - To learn more about programming as a part of a team
 - To implement our knowledge of concurrency, working with network connections, and making a graphical user interface with SWING
 - To deepen our understanding of common design patterns
 - To become more familiar applying version control in a team context
- What kind of obstacles might you encounter in reaching your goals?
 - Time constraints, work, and exams from other classes
 - Conflicting schedules within the group
 - Deciding what to include when merging commits in Git
 - Lack of sleep
- 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?
 - We do not think this is going to happen, we value our grades above sleep
 - Above all, we all value designing an effective project
 - We will establish specifications for each of the parts of the project and each team member will be required to meet the specification of the part that they are implementing.
- Is it acceptable for one or two team members to do more work than the others in order to get the team an A?
 - No, we do not think this is acceptable and will avoid this as much as possible
 - We plan on delegating individual tasks to divide the work evenly among us and appropriately assigning tasks to those who can complete them

- We all are willing to do a lot of work as is necessary for the project

Meeting Norms

- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?
 - We plan on meeting during recitation and lecture times as well as in large chunks on Saturday afternoons and Friday evenings
 - We have included our meetings times in the calendar (see the calendar)
 - In 32-044, Recitation classroom 3rd floor 36, New House, Maseeh
- How will you use the in-class time?
 - We will work during the in-class time as well as during the recitation time
 - This time will be used to go over our progress, to ensure everyone is up to date on where the project stands, to delegate tasks and continue working
- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?
 - We will work on the weekends (including Friday nights and Saturday afternoons)
 - This will allow us work on Sunday if we need to dedicate more time as necessary
 - Calendar Link: <http://bit.ly/6005calendar>
- How will you record and distribute the minutes and action lists produced by each meeting?
 - We will use a Google Spreadsheet to organize our minutes and responsibilities
 - We will also use this to delegate tasks
 - Link: <http://bit.ly/6005minutes>

Work Norms

- How much time per week do you anticipate it will take to make the project successful?
 - 15 hours per week
- How will work be distributed?
 - We plan on taking each small task in the project and dividing it among us according to the difficulty of the tasks and our skillsets
- How will deadlines be set?
 - The deadlines of the project
- How will you decide who should do which tasks?
 - When each task of the project is confronted, it 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 the tasks will be delegated arbitrarily
- **Where will you record who is responsible for which tasks?**
 - Google Spreadsheet at <http://bit.ly/6005minutes>
- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
 - We will denote 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
 - They will be assigned additional work to compensate for their behavior and will have to review the code written so far a second time
 - They will be expected to provide the food for the next meeting as well
- How will the work be reviewed?
 - Peer code reviews at the end of each major coding session
 - A final code review of all that we have written before each deadline
- What happens if people have different opinions on the quality of the work?
 - We will vote on things and if that does not work we'll ask a TA.
- What will you do if one or more team members are not doing their share of the work?
 - We will try and talk it out with them and if we know that there's no legitimate excuse we will refer to the TA or lecturer.
- 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 to stick to the schedule that we set as much as possible. We will try to start working on the project as early as possible.

Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?
 - We will vote- majority vote wins. However, if someone feels very very strongly against the decision, we can refer to the TA.
- What will you do if one of you fixates on a particular idea?

- On a bigger level, we will stick to the spec. As long as the person meets the specs, its okay to do what they want with the implementation.