

Team Contract

Goals

- What are the goals of the team?
 - Fulfill all the project requirements
 - Reinforce all the material learned during this class
 - Make an awesome expression parser
 - Collaborate effectively, minimize conflicts
 - Communication!
- What are your personal goals for this assignment?
 - Ashley - Improve collaboration skills, try to delegate work better
 - Yini - learn to use git more effectively, understand how to implement recursive data types
 - Chandani - Learn to use git more effectively, and work efficiently with others
- What kind of obstacles might you encounter in reaching your goals?
 - Time constraints, not finding good times to work together
 - Difference in work patterns, resulting in bad collaboration
- 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?
 - First, that person should communicate their time constraint to the rest of the group so that they can react accordingly, with the acknowledgement that they could receive a different grade than others. Assignments can be delegated differently, and this shift in workload will show up in the project reflections. The other people will try to make up the slack, but will glare at the slacker and the slacker will need to buy candy for the rest of the team.
- Is it acceptable for one or two team members to do more work than the others in order to get the team an A?
 - It is not ideal, because this would make us fail one of our goals. However, if this happens, the difference in performance should be indicated in the project reflection.

Meeting Norms

- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?
 - Possible locations are:
 - Course 6 lounge
 - 2nd floor Course 6 lounge
 - McCormick
 - New House
- How will you use the in-class time?
 - In-class time will be used mostly for coding and debugging. Planning should probably happen during meetings outside of class.
- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?
 - Once a week or more as needed. We all prefer to meet on the weekends, in the dorms. We will generally meet for as long as needed to delegate all the tasks to be completed by the next meeting.
- How will you record and distribute the minutes and action lists produced by each meeting?
 - We already have a shared Google Drive folder. In this folder, we will keep google doc notes for our plans during our meetings, and this should be reflected in a spreadsheet of issues, assigned to each person.

Work Norms

- How much time per week do you anticipate it will take to make the project successful?
 - In addition to 5 hours of work during class, we expect to spend 5 hours outside of class for planning and extra coding.
- How will work be distributed?
 - We should all understand the basic structure of the code, and how all the larger pieces fit together. When implementing specific pieces of the code, however, the work should be distributed so that each member can work on separate parts that don't create merge conflicts with each other.
- How will deadlines be set?
 - We will decide more specific timetables during the meeting, but in general we expect to have the tasks completed for each check in. For now, we have decided to meet Saturday afternoon.
- How will you decide who should do which tasks?

- We should split up the tasks according to each member's strengths, but also everyone should review each other's code.
- Where will you record who is responsible for which tasks?
 - In the google spreadsheet where we delegate the tasks, as well as if the person completed them in a timely fashion, to the satisfaction of the other team members.
- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
 - This will show up in the reflections piece at the end of the project.
- How will the work be reviewed?
 - Everyone should review the code they pull before merging their own changes, and communicate with other members if there's an important conflict.
- What happens if people have different opinions on the quality of the work?
 - We have the same basic standards regarding quality of work - all the specs should be documented, it should be correct, and if possible, it should be easy to understand. If a team member has standards higher than these, then they can do extra work.
- What will you do if one or more team members are not doing their share of the work?
 - Pester them until they do their work. Or if they don't, write it in the reflection and tell the TA.
- 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)?
 - It is acceptable as long as everyone finishes by the deadlines. However, if someone needs help or wants their code checked by others, they should commit it with plenty of time for others to review. Then, the deadline will be up to the members reviewing.

Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?
 - This depends on the scope of the decision. For minor details about the execution or implementation of code that one is responsible for, but specs should be agreed on by all.
- What will you do if one of you fixates on a particular idea?
 - If this idea comes up during a meeting, we can discuss the merits of the idea and the fixater can convince the rest of the group or be convinced. Outside of meetings, the If it is a good idea, sic 'em at it. If it's a bad idea, tell them don't do it or discuss with TA.

- One team member shall not delete another's work without prior notification. Or, if the other two are vehemently opposed to a certain decision, this idea should be dropped.

We have read the above agreement and agree to all the terms:

Ashley Wang

Yini Qi

Chandani Doshi