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Team Contract

Goals
- What are the goals of the team?
    Complete the project, have it work, get an A in 6.005, graduate from MIT.

- What are your personal goals for this assignment?
    Learn more about the concepts from class and the nuances of Java.

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

- 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 will get an A.

- Is it acceptable for one or two team members to do more work than the others in order to get the team an A?
    The teammate who does the most work will be paid in food.

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 can meet during class time and the 12-1pm recitation time. Meetings will be held in Stata.

- **How will you use the in class time?**
    We will use the time to meet and go over the work we have done.

- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?
    Meetings will be about an hour each, with increasing duration towards the end of the project. The number of meetings will depend on necessity.

- Will it be okay for team members to eat during meetings?
    Yes.

- How will you record and distribute the minutes and action lists produced by each meeting?
    We will have a designated notes taker who will email out minutes and To-Do's after every meeting.

Work Norms
- How much time per week do you anticipate it will take to make the project successful?
    Since the project is only 2 weeks long, then we will need to work approximately 10 hours a week.

- How will work be distributed?

    Action items will be decided at the end of every meeting.

- How will deadlines be set?

    When we make action items at the end of each meeting. Also, the 6.005 staff has imposed deadlines already... we will meet them.

- How will you decide who should do which tasks?

    Whoever volunteers for a task will do it - we will do our best to evenly distribute action items.

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

    Google docs of meeting minutes, so everyone can write down what they/others will be responsible for. Then we'll email it out at the end. Redundancy is good.

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

    Take their food. If they don't come to meetings, go find them and take their food.

- How will the work be reviewed?

    At team meetings we will go over each other's work. Also, periodically we will attempt to run the entire project... unsuccessfully -- at least until the very end.

- What happens if people have different opinions on the quality of the work?

    We will make a decision by discussing and holding a vote. Democracy. That's why it's good to have an odd number of people.

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

    Call them out in a polite and professional manner.

- 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 will set internal deadlines, and teammates will meet these internal deadlines with whatever work habits they have.

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

    No, we need 67% approval. That's why it's good to have an odd number of people.

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

    We will vote. That's why it's good to have an odd number of people.