

Team Contract

Expectations

We expect an exceptionally good effort and quality of work put into the project. We expect all members to be full participants and actively engaged in the development of the project throughout the rest of the semester. We also expect frequent communication and transparency about struggles whether it be implementation details or heavy workload so that we as a team can help mitigate those circumstances. We all want to be able to help and learn from each other.

Personal Goals

- **Ajay:** My personal goal is to get experience building a concept/feature of the web app across the entire stack. In addition, I want to practice working in a team setting to collaborate together, attempting to split frontend and backend work on a feature to mirror how features are created in industry. I also want practice in connecting the user story towards front-end design.
- **Angelica:** My personal goal is to help others through this product that we are building. In the process, I want to grow as an engineer and further learn how to build products that are user focused. I would like to explore ways to effectively test a product to make sure that it is accessible, usable, and transparent. Furthermore, I want to deepen my learning in website development.
- **Raul:** My main goal for this project is to ultimately develop a full-stack application. I think it's important for me to get experience in not just backend applications, since it's vital for software engineers to have that under their belt. More project experience is always useful and I think I will learn a lot in terms of technical skills and communication/collaboration.
- **Raxel:** My main personal goal is for personal development. I want to be able to improve in project ideation, team collaboration, user-centered design, and full-stack web development. Though personal development doesn't exactly translate to academic excellence, I would also like to make an effort to do exceptionally good work on the final project.

Meetings

- How often do you think the team will need to meet outside of class time? How long do you anticipate meetings will be?
 - Virtual meetings can be based on availability and specific needs since it should be focused on issues related to implementation. This means that virtual meetings can happen as frequently as needed.

- For in-person meetings we expect to meet typically **after 4 PM on Tuesdays and Thursdays** so we can finalize details and assign tasks for deliverables due the following day. So, we expect a frequency of meeting **2-3 times per week** in-person for **up to an 1 hour and 30 minutes**.
- For more imperative meetings that require lots of discussion to complete a milestone, then meetings will likely have no upper bound on duration.
- Will we only meet in person or online as well?
 - How often and for what will we meet online?
 - Online should be more tailored towards implementation tasks where screen sharing would facilitate the process of development and debugging.
 - Online meetings can be used as a backup for circumstances where in-person meetings can't be done for any particular reason.
 - How often and for what will we meet in-person? Where?
 - We should meet in person to start and finalize tasks
 - For more design and conceptual decisions where we want to gather the thoughts and concerns all of our team members might have so that we can organize our thoughts and move forward in implementation with consensus.
- **How will you communicate outside of meetings?** (Email list? Real-time messaging platform?)
 - Messenger

Quality of Work

We should make work that is easy to understand, ready for change, and safe from bugs. To make code easy to understand, we should create a JSDoc spec for each method. We should also be consistent with our style by following Javascript and Vue coding conventions and good style practices. To make code safe from bugs, we will need to make small commits with very descriptive messages. We also need to work on branches to minimize the amount of times our main branch is broken. We are also able to review and test each other's code throughout the project. To make it ready for change, we should make sure to make methods that are modular and only focus on one concern. Each concept should be a branch in itself so that we have a separation of concerns and we can also use that to assign tasks more easily. For example, whoever is building the backend of say our Rewards system, then they should be working on the branch first before more frontend tasks are completed.

Task Assignment

How tasks will be assigned:

- We will meet and break down tasks during our Project Plan meeting. In particular, for each feature we will separate tasks by front-end and back-end development and choose based on our personal preferences for the skill sets we want to practice throughout the project.

- If deadlines are missed, we expect for it to be clearly communicated ahead of time. Regardless, we will have one person chosen based on familiarity with the task to form a group with the person to whom the task was originally assigned to complete the task together.

Work Norms

- How much time per week do you anticipate it will take to make the project successful?
 - We expect 10 hours per week.
 - Time it takes to produce high quality work.
- **How will work be divided among team members?**
 - Each member will choose the work they do, but we will choose anticipating that we all complete approximately the same amount of tasks.
- **Where will you record who is responsible for which tasks?**
 - We will make a new excel sheet that holds all task per person needed to be done for each week
 - We can modify it as needed when new tasks must be done
- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)? What will you do if one or more team members are not doing their share of the work?
 - If someone does not follow through on a commitment, we will:
 - Sit down with the member, understand their situation, and listen with an open mind
 - Talk about the impact of missed deadlines
 - Ask what time management tools the member is using to ensure deadlines are met
 - Clearly state expectations going forward
 - Create next steps to avoid any more deadlines being missed.
- How will the work be reviewed?
 - For each task, we will also assign a corresponding reviewer, preferably someone who was not as involved with the direct implementation of the task.
- 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)?
 - For every task, we will all come to a 100% consensus on the deadline for it to ensure we finish work in a manner that aligns with everyone's different work habits.

Decision Making & Consensus

- Do you need consensus (100% approval of all team members) before making a decision?
 - Implementation decisions do not require consensus, but any design decisions do require approval by all team members.