# Team Contract

A team contract is an agreement between you and your teammates about how your team will operate — a set of conventions that you plan to abide by. The questions below will help you consider what might go into your team contract. You should also think back to good or bad aspects of team project experiences you've already had.

Below are some questions to consider. Your contract doesn't have to answer all the questions below, but must answer the boldfaced questions. Focus on the issues that your team considers most important.

## Goals

- What are the goals of the team?
  - Complete the assignment
  - Possibly add a few cool features and enter the competition
- What are your personal goals for this assignment?
  - Trang: Get an A on the project
  - Rishabh: Get a high A
  - mattpf: Score exactly 91.55
- What kind of obstacles might you encounter in reaching your goals?
  - unforeseen difficulties in completing the project such as other coursework or sudden sickness
  - Conflicting time commitments
- 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?
  - The remaining two people would pick up the slack and perhaps inform a TA (or shoot the slacker).
- Is it acceptable for one or two team members to do more work than the others in order to get the team an A?
  - Yes, but the third gets shot in the leg for it.

## Meeting Norms

- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?
  - Student centre appears to be central to everyone- we will meet when required apart from in class hours. Time: in the evenings and on the weekends
- **How will you use the in-class time?**
  - **We will meet to have status reports and resolve any problems that may arise.**
- How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?

- ○ We will meet a couple of times a week in the evenings for a long block of time to code at the same time. We also anticipate meetings to go over the design and plan out our schedule.

# Work Norms

- How much time per week do you anticipate it will take to make the project successful? Approximately 12 hours a week
- How will work be distributed?
  - ○ Evenly: New tasks are divided at every meeting
- How will deadlines be set?
  - ○ Will be motivated by assignment deadlines plus some buffer time hopefully.
- How will you decide who should do which tasks?
  - ○ Based on strengths / weaknesses / enthusiasm in a particular area
- **Where will you record who is responsible for which tasks?**
  - ○ Google Spreadsheet
- What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
  - ○ start out with angry emails and calls
  - ○ escalate to TA/teaching staff
  - ○ ShOOt them.
  - ○ Make up the the slack
- How will the work be reviewed?
  - ○ Have a person other than the writer write the tests for that part
  - ○ GitHub!
- What happens if people have different opinions on the quality of the work?
  - ○ Minimum quality is determined by team majority. If one person has high standards, then they can fill in the rest.
- What will you do if one or more team members are not doing their share of the work?
  - ○ Shoot them, as specified above several times.
- 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)?
  - ○ Regardless of your work habits, must follow team deadline

# Decision Making

- Do you need consensus (100% approval of all team members) before making a decision?
  - ○ I like to say yes
- What will you do if one of you fixates on a particular idea?
  - ○ They can work on their idea and show the rest of the team that it's doable.