Team Contract

Weixin Chen   Yiyang Luo   Yi Tong

Goals

- What are the goals of the team?

We are aiming to build an abc player which is able to play an extensive amount of generic music files. We are also aiming for an A for this project, but the most important thing is to learn important concepts and get more programming experience.

- What are your personal goals for this assignment?

Weixin: to effectively communicate with the other teammates, and make sure the whole process from designing to execution works well.

Yiyang: to gain experience in designing and implementing programs, inventing and creating software project collaboratively in a team.

Yi: Get the experience to work on a project with big picture in my mind, instead of implementing specific methods and focus on small parts.

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

Based on our various experiences and backgrounds, we might have different work habits and different expectations for efforts and results. Thus, we need to agree on the expectation for efforts and results earlier in the process.

- 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 plan ahead as much as we can, reserve time for working on the project, assign responsibilities to individual team members, and put in our best effort.

- 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, as it demonstrates a bad team spirit.

Meeting Norms

- How will you use the in class time?

    We will use the in-class time and recitation time constructively to have group meetings to work on the project together.

- Do you have a preference for when meetings will be held? Do you have a preference for where they should be held? 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 up for couple 3 to 4 hour sessions every 2 days to talk about each member's progress. Because we have a Wellesley student on our team, we will use Skype for group meetings when aren't able to physically meet and work together.
    During the meeting, we will also modify and adjust our goals and work distributions.

- How will you record and distribute the minutes and action lists produced by each meeting?

    We will create a file on Dropbox to address on this.

Work Norms

- How much time per week do you anticipate it will take to make the project successful?

    12 hours per week for each person. We will divide up the project into 3-4 days intervals, and set a goal and deadline for each time interval.

- How will work be distributed?

We will different assign tasks to each member based on their personal interest and skill sets.

Team will ideally work on at least 2 different parts of the project. When we meet, we will explain what each person is working on to the rest of the team and also help each other out if we have problems. The work distribution will be subject to dynamic changes as we work on the project.

- How will deadlines be set?

    The deadline for assignments will be the next meeting.

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

    We will maintain that in action lists uploaded to Dropbox after each meeting. We will also use comments on the files as a way of recording the person who will be responsible for the task, as well as reviewing teammates' work.

- What will happen if someone does not follow through on a commitment? What will you do if one or more team members are not doing their share of the work?

    During the meetings, we will become more familiar with each other and become friends even outside the class. In this way, we will have less chance of someone dropping the project in the middle or missing a specific deadline or task.

    If missing deadline and tasks happen, we will get in touch with each teammate ASAP and try to understand if there is a problem with work distribution or time management and try to resolve the problem, adjust work distribution and deadlines accordingly.

    In the case of 1 or 2 teammates stop working the project, again help each other out to resolve issues and adjust the work distribution and deadlines accordingly.

- How will the work be reviewed? What happens if people have different opinions on the quality of the work?

     Work will be reviewed regularly during our group meetings. If people have different opinions on the work, we will try to establish a mutual understanding of the difficulties of the task and feasibility of the solutions.

Decision Making

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

     We will design a flow chart for the project and make sure each teammate understand what each part of the project does. For that part, we will have team consensus. After the work distribution, before each teammate starts implementing
his/her part of the project, he/she needs to talk to at least 1 other team mate about his/her idea of the implementation.

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

     As there is limited time to work on this project, we will focus on big picture and aim to make the music player work as a whole. We will encourage the team member not to spend too much time on a minor thing before finishing the project.