# Cornelius Team Contract

### As a project team, we promise to:

\* respect each other's ideas and work.

\* communicate with the team regularly to keep everyone in the loop about the project (respond in 24 hrs in FB messenger)

\* Commit at least 10 hrs a week of work outside of meetings and class

### If someone on our team breaks one or more of these promises, the team may:

\* have a team meeting and ask the person to follow this agreement.

\* report the issue in the Team Sprint Report.

\* talk to professors and impact their teammate evaluation score

### Team Procedures:

\* Day, time, and place for regular team meetings

* Meet twice a week for standups (fridays at 10am and other day of week tbd), meet once a week with clients (dates tbd) & meet through

Melissa’s Zoom Personal Meeting Room

* Sprint Retrospective Meeting where we reflect & talk about not on track

\* Preferred method of communication (e.g., e-mail, cell phone, Facebook, Slack, face-to-face, etc.)

* Messenger will be the primary method of communication for the team; email is the primary method of communication for clients.
* Git issue board to communicate progress on features / code.

\* Decision-making policy (e.g., by consensus? by majority vote?)

* By majority vote, always be as communicative as possible when making decisions (particularly if you are going to be working on top of someone’s code)

\* Method for setting and following meeting agendas (how will items get on each agenda? by when? reminders? keeping meetings on track?)

* We will create a Google Drive that stores all Meeting Agendas & Minutes (add link here)
* Time Boxing approach during meetings
* Siyi & Kiori take notes
* Switch off who leads the client meetings: Melissa, Kiori, Siyi, Matt

### Team Name: Cornelius

## Team Procedures

1. Do you want to have a standard meeting time outside of class? If yes, what day, time, and place? In-person or virtual? If not, how will meetings be scheduled?

Meet with Client weekly so we want to meet before & after the client meeting.

Friday 10 am

Zoom

2. Preferred method of communication in order to inform each other of team meetings, announcement, updates, reminders, problems:

Messenger

Email with clients

3. Decision-making policy (by consensus? by majority vote?):

By majority vote

4. How will you decide what user stories are assigned to each group member and on what deadline? How will this be recorded?

Based on skills and interest

Git Issues Board

5. How and when should a teammate ask for help when they are struggling? If a teammate has a particularly heavy workload during a given time period should the team accommodate him/her? If so, how?

Inform teammate in the stand-up meeting in advance

6. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminded? How will the scrum master keep the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

Time Boxing technique

Google Docs for the Agenda & everyone will add their points with approximate time it will take

7. Method of record keeping (Who will be responsible for documenting & disseminating group decisions? How & when will they be disseminated? Where will all notes be kept?):

Google Drive Folder

Siyi & Kiori take notes

Switch off who leads the client meetings: Melissa, Kiori, Siyi, Matt

8. Who “owns” code? Under what circumstances can a “non-owner” modify code? What sort of notification, documentation and/or justification is necessary by the “non-owner”?

-Working on a feature that someone else has worked on in the past just let them know

## Team Expectations

1. Project standards and desired outcome: What is a realistic level of quality for team presentations, collaborative coding, individual research/learning, preparation of deliverables, documentation, etc.? What grade would your team like to achieve on the project?

Team presentations: well-prepared

Weekly: tangible work every week/meeting even if it is minor

MVP: login page, sign up, record the meeting, save the recording, display it in some way? → finalizing it for oncology visits

→ interaction with databases: Do we want to store our transcription of the audio or do we want to store the audio itself? → more feasible to store the transcription

→ ML resources suggestor only if we have extra time

2. How much time per week (outside of class time) are you willing to commit to in order to achieve the grade above?

10-12 hrs per week of coding/project work

2.5 hrs of meetings

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

Sprint Retrospective Meeting where we reflect & talk about not on track -> so have reflection meetings & review resources/areas of improvement

Quality of the code: standard of coding style & standard to deliver → not deliver messy code, vs code lets you automate things (in line breaks),

Go through code reviews whenever merge requests at least 1 or 2 teammates to review your commits

Variable names/Documentation

4. How will you deal with the 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)?

Start working early to talk about what we need to do & do demos

5. What happens if most people on the team want to get an “A” on the assignment, but another person decides that a “B” will be acceptable? Will this be reflected on the “B” teammate’s evaluation?

Shoot for A range →

6. Is it acceptable for two or three team members to do more work on the assignment in order to get an “A”? Will this be reflected on teammates’ evaluations? How?

--work together

## Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:

Attend as many meetings as possible, if late notify people,

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

On time & if you have a lot of work that week communicate and let people know in advance!!

3. Expected level of communication with other team members (When can a team member make an “executive decision” and when should he/she consult other teammates? ):

Tell the team of executive decisions & talk through design through messenger or meetings depending on level of decision

4. Expected level of participation in team decisions and tasks.

Be present & communicative

5. Describe, as a group, you would handle infractions of any of the obligations of this team contract. What will happen if someone doesn’t follow through on a commitment (e.g., misses a deadline, doesn’t show up to a meeting)?

Talk about in the retrospective meetings, standup, if someone does not do their work & they still have not changed we reflect it on the team evaluation

6. Describe what your team will do if the infractions continue:

Reflect it on the evaluation get professors involved if it is very consistent

Respond messenger chats in 24 hrs

7. Describe under what circumstances you would request a team member be removed from your team and/or suffer serious grade penalties.

Not present for half of the semester

## Team Specific Agreements and Notes

Add any other things your team feels should be included or agreed upon:

**Business Analyst: Melissa**

**Tech Lead: Matt**

**Project Manager: Siyi**

**Quality Assurance: Kiori**