

Team Contract 6.005 Phase 1

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Goals

- **What are the goals of the team?**
 - To learn how to work with others in a team to create a final result that is more than just three people writing code.
 - To write code that is safe from bugs and ready for change.
 - To write code that is readable by a third party
- **What are your personal goals for this assignment?**
 - Abe: I would like to learn more about how to effectively work with a team.
 - Yo: To learn how to be an effective follower
 - Caroline: Learn how to complete a software project with a team
- **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?**
 - This is a realistic event and the group accepts that some people will be busy during different points in the process. This event is acceptable.
- **Is it acceptable for one or two team members to do more work than the others in order to get the team an A?**
 - Overall everyone should be working approximately the same amount of time (+/- 5 hours), though some members may do more work during certain times of the week.

Meeting Norms

- **Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?**
 - Time:
 - Meeting times for the rest of the week have been set in a shared google calendar
 - Location
 - Either in Student Center or Living Group (specifics will be determined day of) and shared in the google calendar.
- **How will you use the in-class time?**
 - Updates between team members
 - Everyone must come prepared with questions for instructors
 - Layout plan for the rest of the day
- **How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?**
 - We will be meeting every day at a time specified in the google calendar until the project is due. The length of our meetings will increase until the due date.
- **How will you record and distribute the minutes and action lists produced by each meeting?**
 - Minutes and Todo will be in a google docs in a shared google drive folder.
- **Meeting Structure**
 - Meeting Preparation:
 - everyone MUST comes prepared with questions, comments (both on work and on team dynamics/structure), and updates on what they've done so far
 - Protocol for meeting:
 - Each member gives updates, one by one.
 - Respond to comments and concerns
 - Discuss goals and distribute tasks for the rest of the day
 - Work on assigned tasks (being in the same place for this is preferred but not required)

Work Norms

- **How much time per week do you anticipate it will take to make the project successful?**
 - We anticipate that at least 50 hours per week will be required to obtain an A.
- **How will work be distributed?**
 - We will create a general work distribution guideline at our first meeting on Friday, October 17th and at the start of every meeting we will reevaluate this work guideline in order to each spend roughly the same amount of time on the project.
- **How will deadlines be set?**
 - Meeting on Friday, October 17th to discuss structure and set a timeline for the rest of the weekend
- **How will you decide who should do which tasks?**
 - Each meeting we decide what we want to have done until the next meeting. If an assignment is missed, it will still be that person's responsibility, but will be factored into how much work they're assigned next time.
- **Where will you record who is responsible for which tasks?**
 - Google docs.
- **What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?**
 - If someone doesn't follow through on a commitment, he or she has to bring food for the next meeting.
- **How will the work be reviewed?**
 - All work must be reviewed. It is okay to push to git without having someone code review, but the code review must happen before or at meeting.
- **What happens if people have different opinions on the quality of the work?**
 - Discuss, attempt to reach consensus (10 minutes discussion), then vote
 - All Decisions Recorded in a shared Google Doc
- **What will you do if one or more team members are not doing their share of the work?**
 - Stage 1: Verbal warning
 - Stage 2: passive aggressive email
 - Stage 3: group discussion
 - Stage 4: group +TA discussion
 - Stage 5: Go Upstairs and Ask Rob Miller to Kick Person out of Class

- **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 have a very clear calendar and set of expectations that we update every day during our daily meeting.

Decision Making

- **Do you need consensus (100% approval of all team members) before making a decision?**
 - No.
 - Process:
 - Discuss
 - Attempt to reach consensus (~10minutes)
 - Vote
- **What will you do if one of you fixates on a particular idea?**
 - We will first discuss the idea as a group and if we cannot come to a consensus we will take a vote that is binding.

Signed By:

Abraham Quintero

Yonadav Shavit the 3rd.

Caroline Chin