Team Contract

**1. Team Goals**

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| To build a GUI version from text version, try to fix problems in the demo1,make a decision for demo3. |

**2. Team Roles**

All team members must contribute to the code base and understand all documents submitted by the team. Other roles can be assigned to individual team members based on their strength or on a rotating basis. (Your team may start by rotating roles and then assign based on strength.)

**Code Reviewer** \_\_\_\_\_Qingyang Lu, Darren Banh, Tianqi Tao\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Provides feedback on the quality of all code submitted to the code repository. Some require a code review before the code is added to the code repository.)

**Team Lead** \_\_\_\_Darren Banh\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Decides what the team will work on based on input from all team members.)

**Meeting Facilitator** \_\_\_\_Tianqi Tao\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Organizes time/ location of meetings, ensures meetings stay on track, and all team members can and do contribute during meetings.)

**Code Repository Manager** \_\_\_Jinyang Ju\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Sets up code repository, versions code for the various deliverables, helps other team members use repository, ensures code in repository compiles and runs.)

**Coordinator** \_\_\_\_\_\_\_Shude Li\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Follows up with individual team members to ensure deadlines will be met or if meetings or deadlines are missed.)

**Technical Writer** \_\_\_Darren Banh, Qingyang Lu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Creates documentation required for project such as README file and test document.)

**Architect** \_\_\_\_\_\_\_Darren Banh, Tianqi Tao\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Manages overall design of implementation and classes and maintains class diagram and other UML documentation.)

**Other**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Specify role, responsibility in role and individuals in role)

**3. Team Communication**

First discuss the communication tools each individual team member uses in their lives on a daily basis. Then decide what communication tool you will use as a team. This may be a new communication tool or something that all team members are already using.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Team member 1 | Team member 2 | Team member 3 | Team member 4 | Team member 5 | Team member 6 | Team Communication tools |
| Texting | x | x | x | x | x |  |  |
| Phone calls |  | x |  | x |  |  |  |
| E-mail | x | x | x | x | x |  | x |
| D2L team discussion board |  | x |  |  |  |  |  |
| WhatsApp |  |  |  |  |  |  |  |
| Slack |  |  |  |  |  |  |  |
| Skype |  |  |  |  |  |  |  |
| Google Hangout |  |  |  |  |  |  |  |
| Facebook (messenger) | x | x | x | x | x |  | x |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**4. Team Meeting Schedule**

It is recommended that you set aside 2 hours each week for a team meeting. Teams are formed to ensure that most teams have a 2 hour time block where all team members are available.

Meeting time: Mondays 4pm-6pm. If unable to make meet as a team, schedule another date. If no dates work, we can meet on messenger.

Meeting location: On campus. Messenger.

(Location on-campus, off-campus, virtual (specify tool used), etc.)

Standing meeting agenda: 1. General update from all team members. ~20 mins

2. What problems we are currently encountering and how to resolve them. ~ 20 – 40 mins

3. Decide what goals we want to be accomplished by the next meeting. ~15 mins

4. Decide on how to accomplish these goals. Design a plan on how to approach the goal. We will split the work into small parts for each individual to complete by next meeting. ~ 30-50 mins

**4. Expectations from Team Members**

Prevent unnecessary conflict by setting clear expectations.

If you can’t make it to a team meeting then **let the group know you are not able to make the meeting. The coordinator can give the general summary of the meeting, what goals we plan to meet by next meeting, etc.**

(eg: let coordinator know as soon as you know you can’t make it and ask coordinator for results of meeting)

If you have problems completing your part of the code for the project then **contact other team members to help solve the problem if struggling with a code/don’t know where to start. Should feel free to contact whenever encountering a problem. Or if the team unable to solve the problem, ask for help from a TA or the professor.**

(eg: contact architect after struggling with the problem/code for 30 minutes without results and at least 48 hours before your share is due.)

If you haven’t contributed any ideas during the meeting yet then **the meeting facilitator will ask you about your ideas after/during the meeting. Team will also encourage you to share your thoughts/ideas.**

(eg: meeting facilitator will ask for your ideas during/after the meeting. Let facilitator know if this is problematic for you ahead of time.)

If you have so many ideas that you have spoken for most of the meeting then **the meeting facilitator will ask you to hold your thoughts and give other team members a chance to contribute to the meeting.**

(eg: meeting facilitator will ask you to hold your thoughts and give other team members a chance to speak.)

If you see that code contributed by another team members is incorrect or could be improved then **let the team member know it is incorrect, explain why, then work on fixing the code. If the code can be improved then explain why and work on the code together.**

(eg: you’ll explain why the code is incorrect and how it can be improved but the team will decide if changes are required.)

Other expectations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**5. Signing**

If any team member does not meet these expectation, this team members should be reminded of this contract and this should also be reflected in the peer evaluations.

Names of team members that have read and agreed with all parts of this contract:  
  
\_\_\_Darren Banh\_\_\_\_\_ \_\_\_\_\_\_Tianqi Tao\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_Qingyang Lu\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_Jinyang Ju\_\_\_\_ \_\_\_\_\_\_\_Shude Li\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_