TEAM CONTRACT — NORN MAILING LIST (PHASE 1)

Goals:

- *What kind of obstacles might you encounter in reaching your goals?*
  - Scheduling conflicts
  - Setting up the web server
  - Figuring out the UI part
  - Coordinating different parts
- *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?*
  - Communicate new expectations among team members
- ***Is it acceptable for one or two team members to do more work than the others in order to get the team an A?***
  - All basic requirements should be split equally, but any work above and beyond can be handled accordingly by members who care more.

Meeting Norms:

- ***How will you use the in-class time?***
  - Discussing design decisions (determining/writing specs)
  - Debugging or discussing problems that can't be fixed individually
  - Integrating different parts
- *How often do you think the team will need to meet outside of class? How long do you anticipate meetings will be?*
  - We will plan to get most of the work done in class or separately. Depending on our progress, we may decide to meet a few times outside of class.
- *Where and when will outside-class meetings be held?*
  - Before deadlines
  - During the day (around 4) at stud

Work Norms:

- *How much time per week do you anticipate it will take to make the project successful?*
  - 10 hours per member per week
- ***How will work be divided among team members?***
  - See table below
- ***Where will you record who is responsible for which tasks?***
  - Latin square below
- *What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?*
  - Communicate ahead of time with each other if an individual portion of the work cannot be finished in time, so that other members know and can prepare
- *How will the work be reviewed?*
  - Look over large portions of code as they are pulled
  - Before deadline, final code review

- *What will you do if one or more team members are not doing their share of the work?*
    - Talk to them about it
    - If they don't own up, then go to a TA
- *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)?*
    - Get specs done ASAP
    - Other parts can be completed based on individual schedules
    - Let team members know when you plan to complete something

Decision Making:
- *Do you need consensus (100% approval of all team members) before making a decision?*
    - Major design decisions - yes
    - Detailed code - no
    - Specs - yes, should be reviewed by all before coding
    - Changes to other's code - yes
- *What will you do if one of you fixates on a particular idea?*
    - Discuss with TA

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DIVIDING THE WORK

	Core ADTs	Console UI	Web UI
SPECS	Samyu	Teresa	Jessica
TEST	Jessica	Samyu	Teresa
CODE	Teresa	Jessica	Samyu