**EECS 481 Software Engineering**

**Group Contract**

**Modes of Communication**

We will use phones to communicate about urgent things and email for everything else. Teja will create the group distribution list for email. The maximum expected time for replies for email will be 24 hours and by text will be six hours.

**Meetings**

We will have weekly meetings on central campus at Shapiro Library on Saturdays 2 pm to 3 pm. We will all do our work individually and the meetings will be for updating each other on what we’ve done and deciding what to work on next, as well as testing the code as a whole. It is ok for a member to miss a meeting occasionally as long as they let all of their group members beforehand. We will have a three strikes policy where if a group member gets three strikes the team will have grounds to fire them. If a group member misses a group meeting without letting the other group members know and without a good reason, it counts as a strike.

**Personnel**

Everyone will have an equal standing in the group. We will discuss who gets what portion of the code together and decide who works on what part. If there are two people who want to work on the same part of code, either they will find a way to compromise or we will do a coin flip. As mentioned above, we will have a three strikes system for gauging responsibility. If a group member does not finish their work in a reasonable amount of time without asking for help it will count as a strike. The group will keep track of the amount of time each person is contributing by keeping the weekly work assignments fairly equal in size and difficulty. This way everyone has on average the same workload and we can judge their contribution by how much they finish each week.

**Approach**

Our group will finish our work individually, commit our work to GitHub.com, and discuss the work during weekly meetings. This means that if someone is having trouble with their work they will need to reach out to the other group members, as every person’s contribution will be critical for the pooled source code to be functional. for help and with any concerns they have during the week instead of at meetings so the work still gets done. It also means that we will have to split the work up into pieces that are reasonable for one person to finish in one week, which will help us to measure how much effort each member is putting towards the project.

**Other**

The quitting and firing policies for our group will follow the processes described in the class syllabus. If a group member feels that they are doing a disproportionate amount of work for the project, they can choose to quit the group. They will get the same grade for that portion of the project, and they have to let the rest of the group know in writing by email or hard copy. If a team member gets three strikes, the rest of the team has the right to initiate the firing process from the group. To start the process the team will email them with the work they need to do in order to stay on the group. They will have three days to do it and if they fail to do so, the team will let that person and Professor Chesney know in writing that they are fired from the group. If someone exceeds expectations for their work we will buy them food.

**Signatures**

Teja Ravipati

Andrew Ashburn

Zhao Huang

Chris Jeakle

Alison Christiansen