

## Team Contracts

Team contracts ensure that students on a team discuss what their expectations and goals are before they start working. A contract helps students set guidelines and agree on consequences if those expectations are not met **before** problems are encountered. Contracts also help us as instructors to support teams that are experiencing problems.

When you submit your contracts, make sure that expectations and consequences are clear. Some examples of possible consequences:

- bringing coffee/donuts when last team meeting was missed,
- mark down in peer evaluation when coming to class or team meetings unprepared three times,
- **removal from team** after missing deadlines more than 3 times without asking team members for help.

There are four components to this handout:

A. Preparation for team contract	Fill out this sheet during your first tutorial.
B. Team contract template	You can hand in a draft version of the contract to receive feedback and are expected to upload the final version to the project portfolio site.
C. Team contract discussion worksheet	Use this in your first tutorial
D. Examples	Some examples of policies and consequences

## A. Preparation for Team Contract (Based off template from Nathaly Verwaal)

### 1. What do I want to get out of the team project?

a. What do I want to learn?	We each have different goals we would like to fulfill by taking this course. This is not limited to: becoming a better writer, better programmer, improve our communication and management skills.
b. How do I learn?	We all have different styles of learning, whether that is individually studying by practicing or by reading, but also by watching someone do it.
c. What are my goals for the project?	Create something that is presentable all while having learned everything we each want to learn.
d. What are my hopes and fears about the group?	Our hopes for the group are that we can each get along well, fears are that we end up being overwhelmed by other coursework.

### 2. What do I have to offer the team and project?

a. Previous experience (that might be useful to the team...)	We have individuals versed in: Java, Python, R, SQL, node.js, Django, Android, HTML, CSS, Javascript, C/C++, Assembly
b. Special skills (that I can teach/coach/contribute...)	We each have our own skills based on our backgrounds from: bioscience, medicine, art, computer science etc.

### 3. My Personal Preferences and Work Styles are:

Team or individual work, no preference
All well-rounded individuals

## B. Team Contract

Date: September 9, 2019

Tutorial Section: T01

Team Number:

### 1. Team Goals

Get good grades  
Create something presentable for our portfolio  
Learn something new  
Develop team skills  
Use/improve our individual skills

### 2. Team Roles *(e.g., Code Reviewer, Lead, Designer, Architect, Technical Writer, Coordinator, etc.)*

Name	Roles
Panagiota Fytopoulou	Code (Documentation 2 <sup>nd</sup> ), Research 3 <sup>rd</sup> , Team Friend
Favian Silva	Code (Documentation 1 <sup>st</sup> ), Design, Art
Elliot Evans	Code, Writer 1 <sup>st</sup> , Art
Rumika Mascarenhas	Code, Writer 2 <sup>nd</sup> , Design, Research 2 <sup>nd</sup>
Neera Patadia	Code, Research 1 <sup>st</sup>

### 3. Team Organization

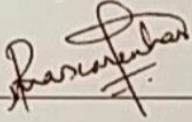
How will you communicate?	Slack
Where/when will you meet?	Campus, remote sessions
How will you share files?	GitHub
What operating system will you use?	Windows/Unix
What editor(s) will you use?	Anything that is cross-platform, we have both Mac and Microsoft
What editing style will you use?	Clear, concise, when working on code, document your code blocks for explanation and understanding
Any additional considerations?	Be considerate, do not take over work and work well enough.

**4. Expectations from Team Members** (e.g., Attend all meetings – Bring donuts after missing a meeting, Complete project task before class – Kicked out of team if not completed 3 times, Be open to contributions and ideas from all team members, etc.)

Expectation	Consequence if expectation not met
Attend all meetings and tutorials	24-hour notice given, give (vague) reason (mental health) – If requirements not met bring donuts
Do your work	Discuss why the individual did not do the work, if not met -- set up mediation (TA/Prof)
Communicate adequately and efficiently	Intervention – why is the individual not communicating? If it continues, mediation
Asking for help if needed	If no help is being asked, we assume work was not done, see "Do your work"
Contribute to group discussions	Contribution will be incentivized by team "friend" as well as other members, if no contribution is given, an explanation is necessary to move forward

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All team members participated in formulating the standards, roles, and procedures as stated in this contract. We understand that we are obligated to abide by these terms and conditions.

- 1) RUMIKA MASCARENHAS  date Sep 11, 2019
- 2) Favian Silva date Sep 11, 2019
- 3) Elliot Evans date Sep 11, 2019
- 4) Nbera Patedia date Sept 11, 2019
- 5) Panagiotis Kyriopoulos date Sept 11, 2019