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6.005 PROJECT 1: TEAM CONTRACT

Goals

What are the goals of the team?

1. Create a thread safe, concurrent collaborative text editor that allows multiple clients, multiple documents, and document storage.
2. Create a GUI that is a) easy to use, b) aesthetically pleasing and c) contributes to the overall elegance of the editor
3. Add extra features such as: font/color/paragraph formating, save/open/save as buttons

What are your personal goals for this assignment?

Victoria - Learn to make appropriate design choices; improve my understanding of different design patterns/GUI creation
Herman - To better understand the mechanisms of safe concurrency as well as to have more experience in implementing design patterns
Miren - To learn more about concurrency and implementation of servers.

What kind of obstacles might you encounter in reaching your goals? 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? Is it acceptable for one or two team members to do more work than the others in order to get the team an A?

Expectation: 6.005 will be a priority for team members. Any problems etc. should be discussed and talked about with the team.

First and foremost: Try and avoid red flags through proactive communication. If that doesn't work:

Performance Warning/Red Flag System:
Red Flag is given if a deadline is missed or code is shoddily-written; problem must be fixed by next team meeting. Any member can give a red flag to any other member at any time, provided that an explanation/ justification is given.
If the issue causing the Red Flag is not fixed the by next meeting, Team Intervention and Discussion will occur.
If nothing is working: Team Discussion with TA present will occur, and we will move ahead from there
Creative punishments: contribute money to donut fund
A dollar for each minute late will be added to the donut fund, unless the team is notified well in advance

What kind of obstacles might you encounter in reaching your goals?

1. Time Constraints--other commitments to sports, classes, and student clubs.

2. Personal life--stress, family issues, sickness.
3. Different coding styles.
4. Missed Communication

Meeting Norms

When will meeting times be?
Weekly Meetings during class time; other meetings will be scheduled as necessary.
How will you use class time?
For our weekly meetings.

Meeting Structure: Length- 1-2 hours
15-20 minutes: Debriefing, work updates, make sure documentation for everything is up to date
Rest of the meeting: Talking through any issues encountered. Debate over any design decisions made or changed. This is less focused than the beginning of the meeting and can be treated as a collaborative coding session.

More meetings?
Additional meetings would be scheduled and held if 2 out of 3 team members feel its necessary. This will be scheduled into our google calendar + emailed out.

Supplemental group coding sessions will also be scheduled in as needed. These will be informal and the entire team will be notified via text message when they occur, but attendance is not mandatory.

How will you record minutes and distribute action notes?
All minutes/notes from meeting will be taken in google doc and placed in google drive (already shared with team members).

Food?
Yes. Also bring some to share with fellow team members.

Working Norms

How much time per week do you expect to spend to make project successful?
Expected time: 8-10 hours per week in meetings; coding hours will vary by individuals (4-8 hrs/week?).

How will work be distributed?
Project will be separated into modules.
Each team member will be responsible for separate modules, but Module Definitions and Specifications will be written together.

How will you decide who does what? Where will you record this?
Team members will pick modules based on personal strengths/interests. This will be recorded in google doc shared in our google drive.

How will deadlines be set?

The completion of each module, including testing, will be set on a project timeline. Deadlines for all module completion are final, and are decided on by the team.

What will happen if someone does not follow through?
Refer to red flag system.

How will work be reviewed?
After module completion, the team will meet for code review, where the team member responsible for the module gives a brief run through. Each team member is expected to understand how every module works. After code review, the code is updated and refined as necessary. Tests will be written during meeting and the module will be tested on each team member's test suite.

Code Review Structure

1. Author verbally runs through code
2. Non-authors evaluates code
3. Everyone designs own test strategies, augments test suite
4. Run tests
5. Evaluate/discuss as necessary
6. Depending on changes needed, push at end of meeting or defer to next meeting for another code review.

What happens if people have different opinions of code quality?
Code quality will be decided by non-authors of code, discussions if necessary.

What will you do if someone isn't doing their fair share of work?
Refer to Red Flag System

How will you deal with different work habits?
People are free to code at all times as long as internal deadlines are met.
During meetings: moderators have final say.

Decision Making

Do you need consensus (100% approval of all team members) before making a decision?
When decisions need to be made, email and texted out to team members, and team members must respond. Majority wins but all options/opinions provided will be considered.

What if someone fixates on a particular idea?
Writer of specific module has final say on implementation style, but notification is necessary and discussion is encouraged.