Team Contract

Team Members:
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Goals:
1. What are the goals of the team?
- Get an A;
- Good communication and distribute workload equally;
- Pursue Best Feature Extension Award - Possible Graphics appearing on the screen.

2. 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?
- The members that still decide to get an A get together and increase their workload towards an A.

Meeting Norms:
1. Do you have a preference for when meetings will be held? Do you have a preference for where they should be held?
- Where: Our meetings will be held at the Student's Center
- When: weekend afternoons + recitations + lectures + (at least one weekday per week after 7:30PM)

2. How will you use the in-class time?
- We will use the in-class time mainly to code! We might also resolve any design discrepancies or conflicts.

3. How will you record and distribute the minutes and action lists produced by each meeting
- Action lists will be kept in its own document.

Work norms:
1. How much time per week do you anticipate it will take to make the project successful?
- Individually: 10 hours.

2. How will work be distributed?
- By the action lists produced at meetings, assigning specific tasks to specific people.

3. How will deadlines be set?
- Whenever one gets an assignment, he needs to get a deadline as well.

4. How will you decide who should do which tasks?
- By volunteering themselves to tasks.

5. Where will you record who is responsible for which tasks?
- Each action will have a person + a deadline + a task.

6. What will happen if someone does not follow through on a commitment (e.g., missing a deadline, not showing up to meetings)?
- We can avoid that by emailing or texting before meetings. If someone gets stuck on a specific problem, the person should email the group asking for help as soon as possible.

7. How will the work be reviewed?
- Code review: core parts (eg the grammar or the lexer) must be code reviewed; we also want to make sure to implement unit tests (and get the maximum test coverage).

8. What happens if people have different opinions on the quality of the work?
- Specific problems need to be stated and discussed during the meetings.

9. What will you do if one or more team members are not doing their share of the work?
- If we can't resolve it by ourselves, we should bring it to the TA.

10. 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)?
- We will have short deadlines, so that the group can advance to the next part of the project always.

Decision Making:
1. Do you need consensus (100% approval of all team members) before making a decision?
- Decisions will be done at the meetings, and should be unanimous unless people can't have a consensus after 15min - at that point, majority rules.

2. What will you do if one of you fixates on a particular idea?
- If one of us fixates on a specific idea, then this person should code it!