Milestone 1 - Team Agreement

For this milestone, you are to upload a PDF file with the following sections:
1. Team's name.
2. List of team members and roles: name, academic year, major/minor and role(s) on the team.
3. Ranking or statement of EP preferences
4. Collaboration plan, including meeting time/format.
5. Conflict resolution strategy.

1. Team's name.

Your team must choose a name that will represent the team throughout the term. For example, "Quokka Quest", "Pawsible Studios", or "the Planeteers".

2. List of team members.

A large portion of the work in this class will be done with your project teams, so it is important to form teams that can work well together. **This is in many ways the most important decision in the course.** Teams must have at least six members (depending on class size, some may have seven). State each name, academic year, and major/minor in a table of some type (see example below). In addition, each student may have up to two roles.

There are two types of roles on the team: (A) required roles and (B) optional roles. The required roles are, unsurprisingly, required. They are:
- **Producer**: This team member should be detail-oriented. They will be in charge of managing the project, ensuring it can be completed on time, managing the workload, and keeping the team focused on the upcoming milestones. The producer will need to help assign tasks in Trello or another project management service and ensure that they are completed in a timely manner. This is not a dictator role, it is about keeping the scope of the project in mind and helping manage tasks to reach the team's goals.
- **Lead Designer**: This team member will be in charge of the design process and the overall vision of the game. This is not a dictator role, every member of the group is expected to have input on the game's design, but the lead designer is in charge of coming to a final (potentially compromised) decision based on team interest. It is the responsibility of having the "final word" on design decisions.

- **Programmer (x3)**: Making a game, regardless of genre, takes a massive amount of code and as such all teams must have at least three programmers.
- **Lead Writer**: This team member will be in charge of all the text in the game. Note that CMPUT 250 games do not need a traditional narrative (an arcade-y or experimental game is fine). However, technical writing (instructions, menus, settings, etc.) is still hugely important to a game and someone needs to be in charge of ensuring it gets done and is of high quality. Note this is also not a dictator role, lead writer + lead designer or producer combos have in past 250s forced groups to tell stories only they are interested in telling. Even if your 250 game has a traditional narrative, it should be one the whole group is excited by and can contribute ideas to.
- **Visuals Lead**: This team member will be in charge of all the visuals in the game. Note that CMPUT 250 games do not need traditional visuals (a text adventure is fine), but even in this case determining the appearance of menus and prompts is crucial. This person does not need to produce all the art themselves, open source game art usage is encouraged.
- **Audio Lead**: This team member will be in charge of all of the sound effects and music in the game. All CMPUT 250 games are expected to have both sound effects and music (unless you can argue that a particular experimental game would be enhanced without them). This person does not need to produce all the audio themselves, open source game art usage is encouraged.

The optional roles are meant to be supplementary to the above:
- **Programmer**: In addition to the above.
- **Writer**: In addition to the Lead Writer. Note that if a game has multiple writers clear boundaries need to be set in terms of who handles what (e.g., split by areas or characters, or having one writer handle rough drafts and another handle editing, etc.)
- **Visual Artist**: In addition to the Visuals Lead. Note a similar issue to the above.
- **Audio Artist**: In addition to Audio Lead. Note a similar issue to the above.

You may want to specify a split of responsibilities here, like "Audio Artist [Soundtrack]" and "Audio Artist [Sound Effects]".

All of these roles are nominations. They will be confirmed after your team meets with the executive producer and discusses the nominations with them. They can also change during the course of the project, with approval from your EP and the instructor. Although it is expected that team members will specialize in certain areas, the project load should be split *as equally as possible*.

Every team member should only have up to two official roles (but may contribute to any/many tasks across the project).

Example Team Member Table:

Name	Year	Major/Minor	Role 1		Role 2
Gaia Goldberg	6	Drama - Production	Producer		Writer
Kwame Burton	2	Computing Science	Lead Designer		Programmer
Linka Soucie	4	Computing Science	Programmer		
Gi Kawaye	2	Design	Lead Writer		Visuals Lead
Ma-Ti Menville	1	Music	Audio Lead		
Wheeler Dedio	3	Computing Science	Programmer		

3. EP Preferences

Do you have a preferred EP? If so, list one or more EPs here. We will do our best to assign EPs equitably. If there are any EPs that your team members are friends with out of class, it would be a conflict of interest to have them as your team EP. Please list any conflicts of interest. If you have no preferences and/or no conflicts, just stating that in text is fine.

4. Collaboration plan.

Given the nature of the course, planning for how the team will collaborate is very important. Thus, as a team you need to agree ahead of time:

1. Where and when the team plans to meet, including whether this will be virtual or in-person. It is recommended that teams find two times a week that they can meet, though you are only required to meet once a week with your EP.
2. How the team will communicate (slack, discord, etc.)
3. The core values of the team (could include a subset of teamwork, creativity, quality, story, design, etc)
4. What practices will be used to ensure that these values will be implemented?

The *most important thing* is to ensure regular communication among all group members. It is normal for students to misjudge how busy they will be at points in the term, and then to feel guilt and disappear on/ghost the other members of the project. As long as you don't stop communicating, this can be worked out. *Commit to not ghosting!*

Example Collaboration Plan

Meeting Time

- Every Thursday @ 5:00pm MDT via Google Meet

Communications Media

- Private Slack for our project.
- Discord for general course communication.

Project Management

- Trello for task management.
- GitHub for a shared repository

Backups & Version Control

- Producer is responsible for regular backups.
- Our GitHub repository will be used for version control.

Ground Rules
Core Values

- Fail Faster; follow the Fun.
- Creating a game that all team members are proud of.
- Keeping all team members engaged with active communication.

Core Practices to Achieve Values

- Every meeting will end with a joint playtest of our current game. At this playtest every team member will share three sentences about the current game.
    - I like X
    - I wish X
    - I wonder X
- This will serve all three of the core values.

- All art, sound, and writing will be reviewed by at least 2 other team members before going into the game
- Each team member in review will practice radical candor in giving and receiving feedback
- Each team member who is providing feedback will share one thing they like, and one thing that could be improved
- This serves all three core values

Team Member Commitments

- We will be respectful of one another.
- We understand that we cannot get attached to our own ideas; things will change.
- We will be receive and give feedback b☐ being open and empathetic to team ideas and follow the principles of radical candor
- We will authentically participate.
- We will attend all meetings unless prior notice has been given (and it is a valid reason).
- We understand that the game will change and evolve as we improve our teamwork and understanding of game development.
- We will agree upon the level of quality we want from our game.

Communication Procedures

- A private Planeteers Slack will be our preferred method of asynchronous communication.
- Regular, weekly, on-camera meetings through Google Meet will be held at our preferred-upon time.
- We will follow the rules posted on the CMPUT 250 Discord and Code of Student Behavior in both our private Slack and in our class discussions.

5. Conflict resolution strategy.

Given the variety of backgrounds and experiences of students participating, some conflicts are inevitable within your teams. Your enjoyment of the project and this class will be influenced by your ability to co-operate and compromise with your team members in the design process. Each team must discuss and agree on how conflicts or disputes in the game design and management process will be handled. In particular, the following questions should be answered in your conflict resolution strategy:

1. What procedure will be followed if someone misses team meetings and/or is not communicative?

2. What procedure will be followed if someone is not completing their work?
3. What will each team member do if they are unable to meet a deadline?

All team members should sign the conflict resolution strategy to indicate that they will (1) come to the weekly meetings, (2) communicate regularly, and (3) agree to follow the team procedures. Signatures can be digital.

Example Conflict Resolution Strategy

Procedure for Missed Meetings or No Communication without Prior Warning

- Following a missed meeting, the individual in question will be promptly contacted by the producer to understand the circumstances of the missed meeting.
- A strategy for the individual in question will be devised to prevent further missed meetings/lack of communication.
- If the problem persists the EP will be contacted.

Procedure for Non-Completion of Work

- Regular check-ins at the start of weekly meetings will cover work for the week.
- If someone's work has not been completed throughout the week, we will discuss, as a team, what we can do to resolve the production gap. The discussion may include adjustments to scope, schedule and/or resource allocation.
- If a team member continually fails to produce work in accordance with their stated commitments to the team, we will contact the EP to determine next steps.

Procedure for When a Team Member Cannot Meet a Deadline

- If a missed deadline is an infrequent occurrence, the person in question will not be blamed for the missed deadline.
- Rather, weekly meetings will determine whether we can *collectively* meet the requirements for upcoming milestone deliverables. These weekly meetings will serve as a gut-check for what can reasonably be produced to meet our shared quality expectations for the milestone.
- If a team member shows a regular inability to meet deadlines, we will adjust their tasks and role on the team accordingly (especially for the producer and the lead designer).

I agree to follow the aforementioned Ground Rules:

Name	Signature	Date
Gaia Goldberg		
Kwame Burton		
Linka Soucie		
Gi Kawaye		
Ma-Ti Menville		
Wheeler Dedio		

Submit no more than a single document per team.

Teams are not final until approved by the head instructor and assigned an executive producer. The roles will be finalized after you meet with your executive producer.

This whole assignment has a maximum of 1 point. This is largely for completion. However, you may lose points if your collaboration plan and conflict resolution strategy are insufficiently detailed. Groups in this situation will get a separate email from the instructor and will be asked to submit a revised version. Upon receipt of the revised copy groups can gain back any lost points.