Milestone 0
Group 7

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Team Contract

What does each member of the team want to get out of working on this project? Is everyone here to accomplish the same thing? What are your goals as a team collectively?

> We would like to understand how to make good user interfaces. We would learn to work together on a common purpose. We would learn different web programming languages and implement them together in one project.

How will you communicate? What are your expectations regarding the timeliness to emails/slack messages?

> We will use WhatsApp to communicate and team view for the project. We should respond to each other's messages within 24 hours.

What do you expect team members to do prior to each weekly team meeting? Watch the lecture videos?

> We as a group expect each member to be up-to-date with lecture material, slides, videos, required readings and daily learning web programming language to be familiar with it.

How are you going to structure the work? Do you expect to do most of the work during or outside of the weekly team meeting? What process will you use to assign the responsibilities?

> We are going to divide the responsibilities and assign to each team member as per their skills and strength. Yes we expect to do most of the work outside the weekly team meeting, so everybody can work on projects in their free time too and we will also host periodic Zoom meetings for our group to see how things are going.

How will the deliverables be submitted? Do you expect all members of the team to have a chance to vet the submission before it goes out? When should the writeup be ready for everyone to review?

> All members of the team should be able to vet each submission before it goes out. Each milestone should be finished and ready for everyone to review as early as possible, in order to allow time for revisions before the due date.

Team Contract

How will you deal with surprises? What should an individual do when he/she has a hard time delivering on something they promised either because it was harder than expected or because of an unexpected life event? How will the team respond?

> If an individual is unable to deliver on something they promised, they should let the rest of the team know as soon as possible. The rest of the team should try to be understanding. If other team members have extra time, they may help to complete the work. If it won't be possible for the team to complete the work in time, we might need to reduce the scope of our project, or as a last resort, we may give ourselves more time by asking to use one of our four allowed late days.

How will you manage turn-taking? How will you ensure that all people contribute to the conversations? How would you ensure that your decision making is thorough yet expedient?

> Turn taking can be done in rotation. To ensure everyone has contributed, we can give each member a chance to share their ideas and thoughts or comments. To ensure the decision making is thorough yet expedient, we can make sure to consider every reasonable alternative, rather than spending all our time on just one or two.

What are your expectations around the attitude of team members in the weekly meeting, and how you should respond to each other's ideas?

> The team members should be respectful of each other and give each other a chance to voice our ideas in turn. As ideas are being shared, the rest can note down comments and then share them when their turn to speak comes, in rotation.

How will you handle conflict? If any member on the team feels that something is not going right on the team, how would they signal it? How will the team respond?

> The member can signal it by saying the issue to the team. The team can respond to this by collectively coming up with an agreeable solution (middle ground).

Team Contract

What team roles do you think are necessary for the success of your project? Who will be assigned which team role? Consider each team member's strengths and weaknesses, and how team roles can help everyone learn or capitalize on their strengths.

> Because we are a small team, we anticipate some kinds of work will need to be done by most, if not all members of the group at different times, such as HTML or JavaScript coding, or design work. However, each member of the team has different strengths and weaknesses, and as such will focus on different things. Sangmin will specialize in time management and planning. Zeel will focus on exploring innovative ideas, and realizing them in HTML and CSS. Zach will focus on English writing tasks (as needed), as well as HTML and JavaScript programming. Tinotenda will focus on facilitating good communication within the group, researching solutions to problems, and evaluating and expanding on ideas. Dylan will focus on...

Sangmin Lee - Strengths : Time managing, organizing a plan
　　　　　　　Weaknesses : coding(web), presentation
Zeel Khokhariya - Strengths: Turn ideas into action, HTML/CSS, exploring and getting innovative ideas
　　　　　　　　Weaknesses : presentation work in English, inflexible in tough situation
Zach Wolfe - Strengths: HTML/JS, English skills, identifying bad designs
　　　　　　Weaknesses: CSS, creating good designs
Tinotenda Mpofu - Strengths: researching solutions and evaluating and expanding on ideas, communication
　　　　　　　　Weaknesses: coding, time management