Team Contract
6.170 Final Project

Please note that our group got together and decided the following expectations and goals unanimously. Although we are asked for personal goals and expectations, after meeting we realized that we all want the same outcome, both in terms of final grade and learning experience.

Expectations

- Receive an A
  - Each member of our team wants an A on this project and in the class.
- Go Above and Beyond
  - We all also want to go beyond the base requirements for this project by putting in extra effort. This means each of us putting time into extra or more advanced features, which we have agreed to do as a team.

Goals

- Learn New Technology
  - Our team members all want to learn some new technology, or vastly increase skill using one of the technologies we have already been introduced to. One new technology may include AngularJS. We also want to use an external API to get better at utilizing outside materials.
- Build Something Usable
  - We all want to build something that can be used even by a singular person or small group of people. We also want to provide a solution to a problem, even if it is a small one, that would be beneficial to a group of people.

Team Meetings (Weekly)

- Sunday / Phi Sigma Kappa / 10-11pm
  - Discuss work done over weekend. Talk about the general direction of the project and goals for the week. If team members are free, code together for a couple hours to bring together separate, interdependent parts of the project. Divide and assign work for next few days.
- Wednesday / 5-7pm / Student Center 5th Floor
  - Discuss work done since Sunday and gauge progress (each member should have a solid start on his assignment for the week). Redistribute tasks if there is an uneven balance. Solidify plan for the rest of the week. Prepare for Thursday meeting with TA.
- Friday / 4-5pm / Student Center 5th Floor
  - Review notes from Thursday’s TA meeting. Discuss work done during the week (each member should be about half way done with his assignment for the week).
Talk about goals for the weekend. If team members are free, code together for a couple hours to help get over roadblocks.

Quality Maintenance

- Overall quality will be maintained by peer review of each other’s code and work. A main part of our group meetings, which will occur at least three times a week, will be looking at what each person has done or plans to do and discussing it as a team. We will hold a stand-up at the beginning of our meetings to do this, after which there will be time to suggest improvements and give constructive criticism.

- Our midweek (Wednesday) meeting will be a good chance for our team to ensure that we are on the right track for the week. On top of seeing how everyone is progressing, this is a good chance for us to redistribute tasks if some have posed to be too large or challenging. This will help us maintain efficiency and quality by ensuring tasks are going to those who are most interested or adept at them.

Task Assignment / Deadlines

- Tasks will be assigned on Sunday nights. These tasks will generally be fairly large, about a week’s long per team member. It is then up to that team member to divide that task into sub-tasks for the week. These subtasks will be vocalized to the team on Sunday so that all members have a gauge of what everyone else is working on. Tasks will mainly be chosen based on what people have experience with and what they are interested in. Since there are only four of us, we will divide the tasks manually through discussion.

- As outlined in the Team Meetings section above, we will be going over each member’s progress at the start of each meeting. In this sense, we will assign deadlines to one another for tasks that we have created, and encourage one another to finish specific tasks by certain meetings or days. As stated above, if a member has too little or too much work come Wednesday, tasks will be redistributed. In regards to formal deadlines, and group-defined deadlines as well, if a team member has not finished his work, our first step will be to have a discussion with that member of why that task could not be done. If the problem involved having too much work, we will suggest that person let the group know earlier the next time he feels overworked. If the problem involved laziness or lack of effort, we will review our team goals and possibly change the amount of work assigned to that individual accordingly.

Decisions and Disagreements

- Decisions will be made as a team during team meetings. Decisions involving the direction of the project will be unanimous. Smaller decisions, such as those involving specific tasks or subtasks, will be decided on a per-task basis and will be entrusted to individual team members or pairs of team members to help efficiency.

- Disagreements will also be overcome as a team. Should they involve disagreements over large entities such as the purpose or direction of the app as a whole, the whole team...
will meet outside of team meeting to discuss the issue and reach a unanimous decision, keeping in mind the team's goals and expectations. Should the disagreement be smaller, such as involving the implementation of a certain feature, the whole team will still be involved in the decision, but the discussion will be tabled until the group next meets and will be talked about during that team meeting. Again, a unanimous decision is expected.