

Team Contract

Team Name: Team 2

GOALS: What are our team goals for this project?

What do we want to accomplish? What skills do we want to develop or refine?

Learning Goals:

- Learn how to apply abstraction to software development projects, while also understanding its limitations and possible solutions to them
- Understand the strategic aspects of programming (e.g. program design and testing methodologies) in order to develop robust software at a faster pace
- Build an integrated understanding of various techniques applied to software development
- Discover alternative ways of approaching challenges by learning from the work experiences of team members

Skills to improve:

- Refine execution of agile development principles
- Improve decision making in the context of selecting frameworks for use in an information system

EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?

- All members attend weekly meetings, with 24 hours notice provided if they're unable to attend.
- Time/Date - every Sunday 2:00 pm (EST) | 1:00 pm (CDT) | 8:00 pm (SAST) at Zoom link provided via Discord
- Members to regularly check Discord channel in conjunction with Slack

POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?

- Iterative approach- initially gain an understanding of how others in the team work and adjust procedures based on feedback
- Weekly meetings to be held to discuss work completed, and plan tasks for the upcoming week
- Google Drive to be used as a document repository, Discord channels can be created for extra organization if necessary (e.g. to store academic papers that could be used, along with articles and case studies)

<ul style="list-style-type: none"> Submitted documents and reports are reviewed by all for spelling and grammar, adherence to UoEO style Harvard referencing and other submission guidelines Fair workload distribution- distribute work in such a way that everyone can have their ideas appear in the final product, while maximizing opportunities for productivity (e.g. Shan is on annual leave for 1 ½ weeks and has offered to work on more time-consuming tasks like research, but collaborative work should still be done in that timeframe) Encourage all group members to leverage work experience and take initiative in using their knowledge if possible (e.g. stepping up to solve challenges that they may have encountered in a work context).
<p>ROLES: Which roles do we need in this project and how do we allocate them? Will there be a project lead? Is there a need to rotate roles?</p>
<ul style="list-style-type: none"> Shan- Project management. Create development strategy and plan milestones (with additional strategic input from Victor due to his relevant experience with the field of flight) Suresh + Victor: Coding and QA (assistance with ensuring the code is of a high standard, and advise on best practices in python, such as “pythonic” code)
<p>CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies, and procedures? How do we resolve disagreements?</p>
<ul style="list-style-type: none"> Address non-performance <ul style="list-style-type: none"> Discussion at Weekly meetings Seeking assistance from team members/tutor Reassignment of roles To resolve disagreements: <ul style="list-style-type: none"> Refer to assignment guidelines on moodle Seek Tutor’s guidance where interpretations differ

By signing this contract, we confirm that:

- We have taken part in formulating these goals, expectations, roles, procedures, and consequences as stated in this contract.
- We agree to abide by the contents of this contract

Victor Javier Martinez Hernandez - 8/15/2021

Team member name and date

Suresh Melvin Siger - 8/15/2021

Team member name and date

Shan Don Swanlow - 08/15/2021

Team member name and date