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| **441logo.png Team Commitment Contract** |
| Team Norms & Expectations |
| As a team, it is important to name norms and expectations that you share moving forward. These agreed-upon norms will guide behavior and enable accountability as the year progresses. The specifics are important.  |
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## Discussion Section

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| **Which discussion section can all members attend?** |  |

## Preferred Communication

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| **How will your team communicate during the week?** |  |
| Email? Slack/HipChat? Skype/Google Hangouts? Text? Exchange numbers now! |  |

## Email

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| **Team E-Mail Address** Create an MCommunity group email address just for students on your team. Do not include the teaching staff. This address will be used to give you access to your team gradesheet and for the teaching staff to communicate with you. |  |
| **Frequency of Email-Checking and Responses**How much time is reasonable for email responses when communicating with each other on the team? 10-12 hours is common. |  |
| **Email Tone & Use**Prefer formal? Casual? How will you indicate if something is urgent? What type of discussions can happen in email vs. what type discussions should happen in person? |  |

## Punctuality

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| **What is your expectation for punctuality at student-only work times?**Michigan Time is no more, it is good to build a habit of punctuality.  |  |

## Decision-Making

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| **How will your team make decisions?**All collaborative? At some point will you give autonomy to certain members? How will you communicate decisions that are made to one another during independent or subteam work time? |  |

## Meeting Management

How will your meetings be run? Will you ever cancel a weekly meeting? How much advanced notice is required to cancel for work-together meetings? For activity grading, we will review your weekly meeting agendas, minutes, and action items and task assignments. You are required to prepare an agenda prior to each meeting, take minutes during the meeting, and record your action items and task assignments upon conclusion of the meeting. You must then post the agenda, minutes, and action items/task assignments on your agile board (ZenHub/Trello).

## Team Member Work Patterns

Some students like to work late at night, others are early risers and prefer to work in the mornings. Some students work best on a tight deadline, others prefer to work ahead as much as possible. Discuss as a team and share your personal work habits and tendencies*.*

## Managing Development and Files

1. How will you manage your development process? Will you use an agile management board such as ZenHub? Trello? Asana? Others (specify)? You MUST name your agile board using your TEAM NAME, not some generic name, such as “441,” that won’t distinguish yours from other teams’. Please allow access to eecs441staff@umich.edu to your agile management board. We (eecs441staff@umich.edu) MUST receive an email invitation to your agile board as part of your completing this Contract.
2. Where will you store your code, presentations, and other documents? Again, you MUST name your repository using your TEAM NAME, not some generic name, such as “441,” that won’t distinguish yours from other teams’. Please allow access to eecs441staff@umich.edu to your code repository. We (eecs441staff@umich.edu) MUST receive an email invitation to your repository as part of your completing this Contract.

Sample FILE STORAGE OPTIONS:

1. Github for source code
2. Dropbox (External storage, common in Industry)
3. MBox (Internal UM storage, more private)
4. Google Drive

All team members are responsible for backing up their work, especially development code. A backup must be made prior to testing a new function and at each milestone.

## Work-Together Time\*

**When will your team get together to work on the project each week?**

Are there obvious subteams that your team could divide into? E.g. , front-end vs. back-end? UI vs. sensors? If you set aside time for subteam to meet, you MUST also specify some time when “all hands” can come together, to work out the interfacing between subteams.

The rest of your time spent will be independent time for you to work on elements of the project.

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| Who will be working together | Day | Time | Location |
| All hands meeting time (**REQUIRED**) |  |  |  |
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*\*Notes on Work-Together time: in MDE there are no textbooks or “homework” as in a traditional class. All of your “homework” time is time spent working on your project.*

**College of Engineering Time Expectation:**

* 16 hours per week for a 4-credit course, including class time

Based on previous years, successful teams who have earned the highest grades schedule time and work together for 4 hours per week outside of the faculty meeting time. The remaining hours are spent on individual effort.

## Project Manager

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| Serve as the project lead/scrum manager; turn in all team assignments and communicate all pertinent information to faculty as required; manages the project plan and timeline; delegate tasks; ensure project milestones and deadlines are met.All team members must review and approve all assignments prior to submission by the Project Manager.**Will you appoint one person for the term or will you rotate the role? If by rotation, attach the rotation schedule as an appendix.** |  |

## Fail Fast, Fail Early, Fail Often

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| **When a team member realizes (s)he is stuck and cannot meet deadline, when must (s)he inform rest of team?**48 hours may be decent, so that rest of team may help or cover to complete task.If a task is not completed by deadline, project manager **must** report to faculty. |  |

## Team Conflict

Occasionally, there will be interpersonal team conflicts. How will you handle them? E.g. first discuss with the team member in person? When would you escalate to your GSI/IA or faculty?

**Effort Expectation**

Some students strive for A+, others are happy to pass the course with a C. Have you had an honest discussion among yourselves as to what each member expects from the team? (Y/N)

## Team Member Signatures

By signing below, you are attesting that you have read this whole Team Commitment Contract, that you have been part of the discussion on each item listed in the Contract, and that you swear to abide by the decisions documented herein.

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| **Member name** | uniqname | Signature |
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