

CS 458 - A Few Important Points re: Project Teams

last modified: 2016-09-26 (also included in the Project Handout)

- At ANY time during the semester, if any student or team has serious issues with a team member, please bring them to my attention as soon as possible.
- (slightly adapted from Cashman and Eschenbach's ENGR 111 Team Contract Guidelines): There will be **NO illegal activity** during any team meetings or team working sessions.
 - Illegal activity includes, but is **not** limited to, underage drinking and illicit drug use.
 - This rule **must** be enforced **regardless** of whether the meeting takes place on or off campus.
 - The team must notify me **immediately** (or by the next class meeting) if a violation of this rule occurs and the offending team member will be removed from the team and assigned a **0** for the entire course project.
- NOTE that it is each team member's responsibility to, if at all possible, contact all of the other team members if they are going to be late for or are going to miss a team meeting (whether that meeting is during scheduled CS 458 class time or outside of it).
 - The team should discuss and agree to the means for such notifications (e-mail? text? etc.)
- Here is good advice for teams, from <http://www.ece.rutgers.edu/~marsic/Teaching/SE/projects.html>:
 - "Saying that "nobody asked me to do this or that," or, "I did everything that I was asked to do" is an **unacceptable** excuse.
 - Each team member should be **proactive** and not wait passively to be assigned responsibilities.
 - Do not ask others what should be done; rather, take initiative and suggest what should be done to make your project successful.
 - Take every opportunity to redistribute and/or rotate the responsibilities, make your personal suggestions be heard!
 - Many times defining the problem and determining what needs to be done is more difficult than actually doing it. Hence, problem defining and task assignment must be contributed to by all team members, rather than by the team leader alone."
- It will be each team member's responsibility to keep track of their contributions to the project. You will be expected to submit a list of these at some point (or points).
- Note that peer evaluations will be required at several points during the semester. Your thoughtful participation in these will also be part of your project grade.
- For each team meeting, the team is expected to fill out the posted "official" team meeting report form (posted in the "References" section on the public course web site).
 - You can fill it out electronically, or print it out, fill it out, and scan it, or print it out, fill it out, and take a picture of it -- your choice, as long as the result is readable, and your result is a PDF file.
 - If you fill it out electronically, your "signature" in the final section can be your typing your name. Each team member is on their honor not to "sign" for another team member, and to only "sign" when they indeed are satisfied with the team meeting form's contents. It will be considered a serious breach of ethics if a team meeting form is "signed" by a member who did not attend or who does not agree that the information in that report is accurate, to the best of their knowledge.
 - This form is provided in both tagged PDF and Word/.doc formats -- **HOWEVER**, if you fill out the .doc

version, you should then save the filled out version **AS A PDF**.

- Decide on a naming scheme the team will use for the resulting completed team meeting forms, incorporating the meeting date using the format YYYY-MM-DD into the resulting file name (e.g., `meeting-2016-09-30.pdf`)
- Create a `team-meetings` directory in your team's GitHub project directory, and keep copies of the PDF versions of all of your completed team meetings forms there.
- Note that, when class time is provided for team meetings, teams are expected to meet during **all** of the provided class time (members aren't to leave before class time is over, work on other course work, etc)
- A team's grade may be affected if teams do not meet regularly or if team meeting forms are not filled out or are not appropriately filled out.