

## **TEAM CONTRACT**

**GNG1103, Section # C02**

**Team # 10**

### **Team Members:**

- 1) Sami Al-khawaldeh
- 2) Amanda Doku
- 3) Jordon Li
- 4) Fatima-El-Zahra Hamimed
- 5) Mahmoud Zourob

### **Team Procedures**

1. Day, time, and place for regular team meetings:
  - Monday: 2:30 - 4 pm (on campus - in person)
  - Sunday: 12 - 2 pm (online)
2. Preferred method of communication (e.g. e-mail, cell phone, Facebook, Brightspace Discussion Board, face-to-face, in a certain class) in order to discuss the project and to inform each other of team meetings, announcements, updates, reminders, and problems:
  - Online meetings: Microsoft Teams
  - Day-to-day communication: Instagram
  - In-person: during labs and during designated meeting time
3. Decision-making policy (by consensus? by majority vote?):
  - Majority vote: Since we are five members, there will always be a majority
4. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):
  - Setting agenda the night before and giving reminders of meeting an hour before:
    - Amanda
  - Keeping us on track during the meetings and following the agenda, reminding us of how much time is left
    - Fatima

5. Method of record keeping (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):

- Take notes on Google Docs. shared with everyone
  - Jordon
- How meetings will go:
  - First 5-10 min: Go over the agenda and what needs to be done in the meetings
  - 20 min: Discussion, share ideas, share progress, etc.
  - 30 min: group work, get help if needed
  - 30 min: Plan ahead, set new tasks/ adjust tasks to complete before the next meeting

6. Member role and responsibilities, and role rotation matrix in the project team: To foster the development of a diverse skill set among your project team members, it is expected that each member contributes to all facets of the project, rather than specializing in a single area. One effective approach to achieving this objective is to implement a weekly role rotation system within the team, providing each member with the opportunity to experience and perform the various roles and responsibilities. To facilitate this process, please refer to the “Role Rotation Matrix of Members” document and generate a role rotation matrix for your project team members below.

- Schedule of designated tasks below

Member Role Rotation Matrix in a Project Team of 5 members														
Name	Role	Responsibilities	Semester Week											
			W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Jordan	Designer (D)	Define visual aspects, interface, appearance, and usability criteria of the product.	D	E	P	R	Q	D	E	P	R	Q	D	E
Amanda	Engineer (E)	Define product function, subfunctions, manufacturing technique, carry out feasibility study, analyze prototype, and test prototypes.	E	P	R	Q	D	E	P	R	Q	D	E	P
Fatima	Project Manager (P)	Plan, organize, communicate, and track project tasks, deadlines, and milestones.	P	R	Q	D	E	P	R	Q	D	E	P	R
Sami	Report writer & Marketer (R)	Write project deliverables, identify clients/users, promote, and sell ideas and product.	R	Q	D	E	P	R	Q	D	E	P	R	Q
Mahmoud	Quality Controller (Q)	Proofread project deliverables, identify/define quality standards, check prototype and test quality.	Q	D	E	P	R	Q	D	E	P	R	Q	D

## Team Expectations

### Work Quality

- Project standards (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.):
  - Engaging

- Creative
  - Well prepared
  - Knowledgeable on the subject
  - Proofread documents (no small errors)
  - Submitting all deliverables always on time
  - Organized
2. Strategies to fulfill these standards:
    - Good communication within the group
    - Following timelines and agendas
    - Taking feedback often
    - Each team member taking responsibility for their tasks
    - Helping each other on tasks

### **Team Participation**

1. Strategies to ensure cooperation and equal distribution of tasks:
  - During meetings, give everyone a chance to share their thoughts
  - Consider skill level when distributing tasks
  - Check-in on team members with the amount of work they have
  - Split up tasks equally
2. Strategies for encouraging/including ideas from all team members (team maintenance):
  - Make sure each team member speaks during the meetings
  - Get weekly check-ins from every member to see where they're at with their tasks and if they have ideas
3. Strategies for keeping on task (task maintenance):
  - Keep checking in on deadlines to make sure they're done on time
  - Constant follow-ups with team members to make sure their own tasks are done on time
4. Preferences for leadership (informal, formal, individual, shared):
  - Shared
    - Everyone takes responsibility for their own tasks, and everyone holds each other accountable

### **Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all team meetings:
  - Everyone is expected to show up to all meeting times on time and contribute their ideas
  - If one member cannot make it or has to attend online, you should let the group know ahead of time
  - If one member is missing, we will continue with meetings, and they can read the notes

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
  - Everyone is expected to complete all assignments on time.
  - If one member is struggling to meet a deadline, let everyone else know as soon as possible so we can adjust and come up with a solution.
  
3. Expected level of communication with other team members:
  - Respond to chat within the day
  - Give updates on where you are at on your tasks and when you complete a task.
  - If unhappy or facing difficulties with a task, let the team know immediately, so you can switch tasks or get help
  
4. Expected level of commitment to team decisions and tasks:
  - Members are expected to meet deadlines on deliverables and on project tasks
  - All members are expected to follow through with decisions made at meetings
  - Members are expected to be honest about progress and the amount of work they can handle

**Consequences for Failing to Follow Procedures and Fulfill Expectations**

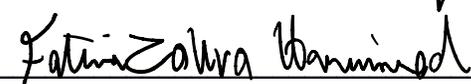
1. Describe, as a group, how you would handle infractions of any of the obligations of this team contract:
  - Initially, try to resolve the issue by communicating with the team about what the infraction is and what needs to be done to solve it.
  - Try to create a plan of action to solve the issue.
  
2. Describe what your team will do if the infractions continue:
  - If this continues, we will talk to the TA, PM or Professor and continue to try and fix the problem
  - If it still continues, we will adjust responsibilities to continue

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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1) Amanda Doku  date Sept, 22, 2023

2) Jordan Li  date Sept, 22, 2023

3) Fatima Zahra Hanimad  date Sept, 22, 2023

4) Sami Al-kawalden  date Sept, 22, 2023

5)  date Sept, 22, 2023