

TEAM CONTRACT

NG1103, Section # 405

Team # 19

Team Members:

- 1) James Nesbitt
- 2) Olafkan Estner
- 3) Anita Pallys
- 4) Jacob Cearns
- 5) Nicholas Stirling

Team Procedures

1. Day, time, and place for regular team meetings: 10:30 AM every Saturday

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, problems: in person and on our discord server

3. Decision-making policy (by consensus? by majority vote?): consensus - everyone must agree

4. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/remembered? 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?):

Discord server - Group chat

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?)

James will keep records and make sure everyone has completed their tasks during the meetings!

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.

Team Expectations

Work Quality

1. Project standards (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):
The best we possibly can

2. Strategies to fulfill these standards:
everyone must agree that the project is up to standard

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:
communication

2. Strategies for encouraging/including ideas from all team members (team maintenance):
communication

3. Strategies for keeping on task (task maintenance):
having a schedule

4. Preferences for leadership (informal, formal, individual, shared):
shared and the roles will be changed depending on the matrix

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
unless someone says on group chat they won't be there - be there!
2. Expected level of responsibility for fulfilling team assignments, timeliness, and deadlines:
submit everything on time!

- 1) Roller date 09/23/23
- 2) W.F. date 29/09/23
- 3) Antony date 09-23-23
- 4) Doc date 23/09/23
- 5) Nicholas Stirling date Sept 23' 2023

- a) I participated in formulating the standards, roles, and procedures as stated in this contract.
- b) I understand that I am obligated to abide by these terms and conditions.
- c) I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.

1. Describe, as a group, how you would handle infractions of any of the obligations of this team contract:
 - warning
 - then email professor
2. Describe what your team will do if the infractions continue:
 - email professor

Consequences for Failing to Follow Procedures and Fulfill Expectations

3. Expected level of communication with other team members:
 - Everidge communal
 - every contributes and everyone listens
4. Expected level of commitment to team decisions and tasks:
 - total commitment
 - everyone must vote when making decisions