TEAM CONTRACT

GNG 1103, Section #B **Team B1**

Team Members

1) **Adi Makkar**
2) **Alison Nandram**
3) **Kerollos Guerguis**
4) **Andrea Boulanger**
5) **Luke Marshall**

Team Procedures

Regular team meetings would play a crucial role in providing our team with various ideas and also updating our team members with the ongoings of the project. Such meetings would be held in either the Morisset Library or Makerspace Lab providing us with more tools for our project. Any other information will be communicated via Facebook, Trello and Emails. All presented ideas will be considered and final decisions are only to be made after achieving group consensus. Agendas can be presented to the team lead by any group member. These agendas would be confirmed by the team lead and then communicated to group members immediately upon approval. The team lead will play a major role in making sure that the team sticks to the agenda and that everything is detailed or tabbed showing no signs of miscommunication between the group members, the TA, and the Project Manager.

Team Expectations

Work Quality

The main objective of the project is to collaborate and create an adequate solution for the client. Team presentations should be high quality and based on peer-reviewed research. Collaborative writing, individual research, preparation of drafts, and peer reviews are expected in the completion of group tasks. Some of the strategies group members should use include attending all lectures and labs and communicating amongst all group members. In addition, team members should make sure that any presented work is free of basic grammar and communication errors, ideally using a grammar checking software.

Team Participation

The team lead will be in charge of distributing tasks. Tasks would be distributed whenever necessary and would be given to the person a minimum of three business days in advance. All deadlines should be met as early as possible given that several tasks are dependent on others. The team lead should encourage everyone to participate in group discussions. All tasks shall be entered into Trello as a universal form of updating task progress. Intergroup communication does not always need to be in a formal format. The TA and the project manager will also be informed using Trello.

Personal Accountability

Punctuality will not be highly regarded but it is expected that all team members would adhere to the rules and be present for all meetings unless the reason for their absence is properly justified. However, team members are expected to fulfil team assignments, timelines, and deadlines on time. Repeated infractures of the above clauses may lead to potential group expulsion or having group privileges revoked.

Consequences for Failing to Follow Procedures and Fulfill Expectations

The first disciplinary measure to be taken following repeated infractions of the above clauses is that said team member will be reported to the TA/Project Manager. If the infractions continue, serious measures would be taken and the team lead, other team members, TA, and the Project manager will have a meeting talking about the future of the project, how the team will function, and whether the team member would face possible team expulsion.

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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) Adi Makkar (Team Lead) September 6th, 2019

Adi

2) Kerollos Guerguis (Head Designer)

Kerollos G September 6th, 2019

3) Alison Nandram (Head of Communication/Documentation)

September 6th 2019

4) Luke Marshall (Head Programmer)

September 12th 2019

5) Andrea Boulanger (Head of Prototype Testing)

September 12th 2019