# TEAM CONTRACT

**GNG1103, Section # E00 Team # 7**

**Team Members:**

1. Sebastian Matt

1. Malcolm Stewart

1. Brian Kannath
2. Christopher Idialu

1. Rishabh Sharma

# Team Procedures

1. Day, time, and place for regular **team meetings**:

 Weekly meetings on Saturday from 12-1 pm at Learning Crossroads (CRX). Malcolm Stewart will be responsible for booking the room each week. If unable to make it to meetings due to weather, buses, unforeseen circumstances, they can join via video call, either FaceTime or Google Meets. (Times may vary)

1. 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, announcement, updates, reminders, problems:

 Group messaging on iMessage, can use induvial messaging if needed as well.

1. **Decision-making policy** (by consensus? by majority vote?):

 Decision-making will be made by consensus.

1. 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?):

 Agendas will be set by the Project Manager, a part of the Role Rotation. They will discuss with the team and decide on an agenda. The agenda will be set and sent to the team members 24 hours before the team meeting. The project manager will also be responsible for keeping the meeting on topic and following the agenda. He can provide reminders for the team and keep an eye on the clock.

1. 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?):

Minutes will be kept in a collaborative effort, with everyone taking notes and with these notes being summarized in a document. All agendas and minutes will be kept together in a document.

1. 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.

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| **Member Role Rotation Matrix in a Project Team of 6 members** |
|  | Semester Week |
| **Name** | **Role** | **Responsibilities** | **W1** | **W2** | **W3** | **W4** | **W5** | **W6** | **W7** | **W8** | **W9** | **W10** | **W11** | **W12** |
| Brian | 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 |
| Malcolm | 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 |
| Sebastian | 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 |
| Rishabh | 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 |
| Christopher | 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 |
|  | 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 |

# 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 project will be held to high standards, with more focus on quality of ideas rather than quantity and focus on our goals.

1. **Strategies** to fulfill these standards:

 The person fulfilling the quality controller role will be responsible for checking that our work follows these standards and emphasizes our priorities.

## Team Participation

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

 We used the Member Role Rotation Matrix for dividing the different roles, and during our team meetings we will go more in detail for specific expectations for each team member.

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

 During team meetings, the agendas will include set turns for all team members to share their accomplishments for the last week, ideas for the project, goals for the next week, and an additional discussion period where all team members will share their ideas. Team members will also be encouraged to share ideas via iMessage whenever possible.

1. Strategies for keeping on task (task maintenance):

 The project manager is responsible for keeping the team on task, monitoring the updates each team members share and their goals for the next week. If the manager sees an issue with someone’s goals, the manager will tell them to revise, and the team member will present new goals for approval. The team manager is also responsible for keeping the team on topic, if they stray off the team manager can remind them of the goal at hand.

1. Preferences for leadership (informal, formal, individual, shared):

 Leadership will be shared, with each team member being responsible for their role. If any disagreements arise, and no consensus can be made, it will be put to vote.

## Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:

 Unless 12-hour notice of sufficient reason is given, attendance is compulsory, and each team member will be required to attend each team meeting. Members will be expected to arrive five minutes early to each team meeting, with penalties applying if more than 15 minutes late without notice.

1. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

 Assignments will be fulfilled by the corresponding role, with team members with less responsibilities helping if needed. If a team member foresees missing a deadline, notice must be given as early as possible so the rest of the team can get on it.

1. Expected level of communication with other team members:

 All issues affecting the team must be communicated immediately through iMessage. Ideas, small unimportant roadblocks, goals, updates can all be provided at team meetings.

1. Expected level of commitment to team decisions and tasks:

 High levels of commitment are expected for each part of the project, if they cannot meet those expectations immediate communication is expected so team can help ease their workload. Quality should not be sacrificed because of other commitments, team members are advised to ask for help rather than rush their work.

# 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:

 Any infractions will be discussed during team meetings, appropriate consequences will be addressed then. Most conflicts are expected to be resolved with a conversation, ending with an agreement.

1. Describe what your team will do **if the infractions continue**:

 If infractions continue, the team will discuss with the TA, who may recommend we take the case to the professor. The professor will then decide on next steps.

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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.*

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