

TEAM CONTRACT

GNG1103, Section # C03

Team # 12

Team Members:

- 1) Haden Hopkin
- 2) Noah Le
- 3) Ike Nnamani
- 4) Harry Tran
- 5) Diego Dallaire

Team Procedures

This team will have two meetings scheduled a week, one on Mondays at 10:00 am to and another on Thursdays at 2:30. Members of team 12 are expected to attend at least one of these meetings a week. Outside of the meetings, group members can communicate their idea or notify other members of certain deadlines on platforms such as Microsoft teams, Wrike, or Instagram. Before moving forward on an idea, members will need approval of the other members, this is to make sure everyone knows what everyone is doing, and votes will be held during the meetings were members will take a majority vote on how they want to move forward. Harry Tran will be responsible for the organization of the group. He will set each agenda each week. Agendas will include deadlines for labs, due dates for assignments, and schedules for weekly meetings. He will be contacting the group chat made via Instagram, notifying the whole group with information daily/weekly. During team meetings, he will be in charge and will let everyone know what must be done by the end of the meeting, and what must be done before the next meeting. In short, Harry will oversee all organization, schedules, deadlines. The agenda and meeting minutes will be kept on Wrike if any members were unable to attend the meetings.

Member Roles:

Engineer: E

Designer: D

Programmer: P

Marketer: M

Overseer: O

Member Role Rotation Matrix												
	Semester Week											
Name	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Haden	O	E	D	P	M	O	E	D	P	M	O	E
Noah	E	D	P	M	O	E	D	P	M	O	E	D
Ike	D	P	M	O	E	D	P	M	O	E	D	P
Harry	P	M	O	E	D	P	M	O	E	D	P	M
Diego	M	O	E	D	P	M	O	E	D	P	M	O

Team Expectations

Work Quality

Team members are expected to complete their work by the deadline, doesn't need to be perfect but it must be finished. A strategy that will be used to ensure everything gets done with good quality is collaboration. Collaboration will help us get done faster and acts to keep each other on track.

Team Participation

Discussions during team meetings to distribute task evenly and ensure that everyone understand their job as. During these discussions, everyone will get a chance to speak to say what they want to do and make sure they are comfortable with the workload. Team meetings will have moments where everyone will take turns and have a chance to say what say what is on their mind. At these team meetings there will be check ins to make sure everyone is on track. Another way for keeping on task group member accountability. To ensure everyone participates, our team will have a democratic leadership style where decisions are agreed upon by majority vote or by group consensus to ensure everyone is satisfied with the direction of the project.

Personal Accountability

It is expected that every team member should be able to do their assigned task when it's supposed to be done. The team will assign tasks to team member while considering the individual's school schedule, things to do at home and other things that might affect the person's time to work. It's expected that everyone shows up during meeting when they're able to, it's understandable if someone needs to miss some meeting here and there due to more pressing matter, but it would be convenient if that individual keeps in touch with the team and stay informed with what's going on. The expected level of responsibility for fulfilling team assignments, timelines, and deadlines is what will be agreed on during the team meetings, if someone cannot fulfill their responsibility, it is their job to let others know. It's expected that everyone regularly stays in touch with the rest of the groups, also if anyone significantly changes any of his work from what was the original plan, that person needs to inform the team and discuss it to see if it's a good idea.

Consequences for Failing to Follow Procedures and Fulfill Expectations

Infraction will be handled through conversations, to figure out why someone breaches contract. This can be either done privately form one member to another or during team meetings to figure out. If infractions continue, they will be handled with the help of TA or PM.

- 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) Diego date 23/09/2023

2) INS date 23/09/2023

Harry Tran

3)

date 23/09/2023

Noah Le

4)

date 23/09/2023

Jaden Hopkins

5)

date 23/09/2023