

TEAM CONTRACT

GNG1103, Section # A02

Team # 20

Team Members:

- Michael Saber
- Justin Mahfoud
- Ayo Akinbile
- Tate Sharp
- Macauley Aicken

Team Procedures :

- *Team Meetings/Agenda:* We will meet on all the lab days that are reserved for the group project and we will create more meeting dates as needed. The agenda will be made into a shared Google Calendar so that all members have access and can view it. It will contain the due dates and the main subject of the team meetings. This also allows every member to have a role in keeping the agenda updated and correct.
- *Communication:* We will communicate using our cell phones, either a Facebook messenger group or a Snapchat group and we will use Google Drive to work on any files that need to be shared among the group.
- *Communication 2:* We will not ignore anyone, we will give each person a turn to speak and to be listened to. We will encourage ideas and discussions from all members of the team. Seek to understand something that is not clear and use sketches to visualize ideas to help others understand.
- *Decisions:* To make decisions, we will strive to reach a consensus so that all members are proud and happy with the decision. In any case, we will have a discussion to bring up all the problematic points and allow everyone to speak their mind freely. This allows us to reach the best decision for the group.
- *Conflicts:* If and when there are conflicts, the group as a whole will have a discussion regarding the conflict. Everyone will give their opinions and concerns and will seek to understand everyone's point of view on the matter. Respond to others with respect and constructive criticism rather than merely attacking the person. We will seek to find an arrangement to resolve the conflicts.

Team Expectations :

- *Work Quality:* We will strive to obtain a grade of A for all deliverables and presentations. Also we will each ensure that our personal work is to our highest standard so that the team can rely on each member to deliver proper work and not have it be below standard. Peer reviews will be used to find any mistakes in other's work and will be used for constructive criticism. The sources that will be used will be from reliable sources and not from random websites. This level of quality will be achieved by separating the tasks to suit each member's best abilities so that they can deliver the best work possible.

This is because a person tasked with something they don't enjoy or don't understand may affect the overall quality of their work.

- *Participation:* We expect every member to participate to their greatest extent so as not to let the others down. All members will be present and participate at all the group meetings and discussions. On files that will be worked on as a group, we expect all members to work on it equally and to their best abilities. This will be achieved by once again giving tasks to suit each members abilities. Furthermore, as stated before, all members are expected to participate in discussions by giving their ideas and opinions.
- *Other expectations:* All members are expected to keep to their deadlines and attend all meetings. Also they are expected to answer any and all questions that other members may have and to ask questions when they have some. Furthermore, they are expected to ask others for help when they are in need of it.

Consequences for Failing to Follow Procedures and Expectations :

- *Consequences for Infractions:* If a member fails to remain loyal to the procedures and expectations of the contract they will be spoken to and reminded that the entire project and team is relying on that person to fulfill their duties. They will be told what their infraction was and how to avoid it from happening again. The member will then have to apologize to the team for letting them down and promise they wont do it again.
- *Repeated Infractions:* If a member continues to make infractions, they will be given a harsh marking during the peer evaluations so that their grade suffers for their grade suffers for their disloyalty to the team. Also the other members will take on some of that members role to ensure that the project is not at risk of being incomplete when the due date comes.

Signatures:

- 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.

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- Ayo Akinbile
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Date: 20-January-2018
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