

TEAM CONTRACT

GNG 1103, Section #B

Group 4

Team Members

- 1) Himanshu Sehgal**
- 2) Justin Cahoon**
- 3) Jian Zhou**
- 4) Can Berk Atabey**
- 5) Maimouna Sangare**

Team Procedures

Given the nature of team members class schedules, the majority of the team meeting will be conducted on the weekends. Depending on the severity of the if more time is required then the group members will decide on a date and time to meet throughout the week, a time slot that works with the majority of the group members. Members will meet at either STEM or SITE to work on the project deliverables, the project content will be split up evenly amongst the group members depending on each individual members' strengths, to make the project efficient and successful. Preference will be given to SITE and STEM as they have the tools required to fabricate the conceptual designs. The team members will communicate with one another through social media applications such as Facebook Messenger, and organize the project on Trello. Although we will be working on the project at the weekly meeting, a portion of the work will be done remotely, via Google Docs, and all project related files will be

shared via Google Drive. Upon completion of assigned tasks, the group members will notify the designated team lead, so the project can be kept well organized and up to date. The team lead is responsible for ensuring that all members complete their section by the given time period. To have a fair and just decision making process, all members must realise that they have to be willing to compromise and respectfully listen to all members' ideas. One member of the team will be designated by the team lead to take notes on all meetings, and construct a Minutes document for each week, stating what was discussed and what was accomplished. At the start of every meeting, the group shall have a brief recap of past meetings, what work has been completed, and what is remaining. Weekly updates must be provided by each group member stating what work they have completed, and seek help on any issues they may be having. If any group members feel that other members are not pulling their own weight on the project, get in touch with the team lead and TA/PM if necessary.

Team Expectations

Work Quality

The projects standards will be catered to the capability of the individuals within it. The quality of work expected across all aspects of the project should be the best each individual is able to offer.

The tasks during the project should be taken seriously and have a visible amount of effort and thought put into the work. A way to manage the workload and meet a good standard of work would be to ensure a good level of communication between team members. Members that are more competent in certain fields should volunteer to do the tasks that they are better at. If

someone is unable to complete a task properly, they should communicate that with the team so that it can be worked around.

Team Participation

1. Estimate the difficulty of the project at the first meeting, and then divide the whole project into five different small equivalent tasks. Every teammate can freely choose the small task that they are interested in if everyone selects a different task. However, when the selection has a conflict, team leader write the task names on different small pieces of paper, and then those teammates who have the conflict need to randomly pick up an unknown paper as their task. Once they have selected their task, teammates must follow the task that is written on the paper.
2. In the team meeting, every teammate will be given a blank piece of paper and write their own ideas on paper. Team leader collects the papers after everyone has finished their work and the leader organizes and write the idea on a piece of paper, also the ideas that are in common will cross out.
3. Everyone reports their completion rate on Trello when they made a change on their task. Team leader can use Trello to track the process of each task and makes sure everyone's task will finish their task before the designated date.
4. The leadership will be partially formal and partially informal. Teammates need to report their completion rate to the team leader, so the leadership is formal for this

part. When a teammate is facing a difficulty in his task, others are willing to help him with it, so the leadership is informal for this part.

Personal Accountability

Everyone is expected to show up to each of the planned team meetings on time, with the exceptions of unforeseen circumstances.. Everyone is expected to participate and contribute in all the team work, or do the work assigned to them and agreed upon. Work should be completed on time for expected deadlines. Should someone be unable to complete a task or be unable to participate in group work, they will be expected to communicate this with the rest of the team ahead of time to allow for changes to be made. Everyone is expected to be committed to the teams decisions and, and respect the decisions agreed upon if not unanimously decided.

Consequences for Failing to Follow Procedures and Fulfill Expectations

Any group member that fails to oblige by the terms and conditions listed above is subjected to the following: the initial step would be determine liability of actions, and then determine fault. Secondly, during the group meetings each member will be obliged to share with the other members, how their actions affected the groups overall performance in a negative manner, the point of the contract is to ensure everyone completes their tasks but also so they can learn from their mistakes and are not penalized for them. If the individual is conducted such misconduct on purpose, without any signs of improvement, the TA/PM or professor will be involved depending on the severity of the issues on hand.

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) Himanshu Sehgal



September 16th, 2019

2) Justin Cahoon



September 16th, 2019

3) Jian Zhou



September 16th, 2019

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5) Maimouna Sangare



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