**TEAM CONTRACT**

**GNG1103, Section # A Team # 13**

**Team Members:**

1) Maurice Hartlieb

2) Jean Gaster

3) Brad Cole

4) Mathieu Lagacé-O'Connor

5) Mohammad Alayoubi (not involved in the process for this deliverable, unreachable/never came to a lecture or lab)

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

- Every Friday at 2:30
- If necessary/needed, Thursday 10am
- Meetings will take place on discord where we formed a group and platform to discuss this project.

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Blackboard 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:

- Most communications will take place on discord. Meeting time will be discussed continuously and spread generously to accommodate for everyone who may encounter scheduling difficulties.  If any difficulties occur in attempt to contact a member, we will use emails through Gmail in order to contact member. We also have used lab sessions for quick recap of project or any questions.

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

- If every team member is present then a decision is made by consensus, but if someone is not present for a vote then the decision will be decided by a majority (¾ members). We will also analyze each option to make well thought out decision. With a group consensus we have a better chance of choosing wisely.

4. 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?):

- Trello will be mainly used to stay on top of the agenda. Also, we will use discord to remind each other of any upcoming due dates or extra meeting times.
- Meeting topics will be the upcoming deliverable and any other proposed topic that a group member deems necessary to discuss with the entire group.
- Brad will keep track of Trello and make sure that everyone is keeping others informed as well as on track. He will update Trello with upcoming tasks.

5. 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?):

- Maurice will summarize each meeting on a shared document, as well as well as make note of anything that should be discussed in the following meeting.
- Jean will take careful notes during client meetings in order to completely satisfy the client's needs. This entails understanding the clients likes and dislikes. In addition, discord saves chats therefore, during discussions or reminders we have an area to all share info and have everything on record.

| Team Expectations |
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## 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 team will be aiming for an 85% or higher for this project which will be possible with a necessary work ethic as well as extensive research and discipline. We will work together to accommodate for everyone's busy schedule so that every member plays an important role and can produce the best work.

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

- Stick to regular meetings and keep the Trello board up to date. Every team member should make sure that others double check their work. In addition, we will use the TA to the best of our ability and ask questions when needing clarification. All work will be checked and approved by each team member.

## Team Participation

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

- At the end of every meeting make sure all members understand goals for the next meeting, and keep Trello updated with important information. We will assign any tasks that need to be done for each deliverable in discord so that each member has a task. If member is unable to complete a task another team member will offer help in understanding the task when they have time.

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

- Allowing all members to give their ideas and thoughts in meetings.
- Respecting and taking other ideas seriously.
- Being open to any ideas presented without rude remarks
- Constructive criticism on each other's work
- Allowing all members, the ability to speak freely and have frequent conversations about our tasks so that every member is up to date and not falling behind

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

- Set a goal to have completed every week, (Through Trello).
- If a member falls behind discord is available to let the other members know their situation so a solution can be made
- following a strict schedule with tasks formed based on one's current schedule
- defining the problem as a group so everyone is on the same page

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

- Shared leadership among all members.
- Each member is responsible and trusted to complete their task therefore each member plays the leadership role based on task

**Personal Accountability**

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

- Each member must be present for a preorganized meeting. (unless a member has a logical reason why they cannot make it to the meeting e.g. power outage, medical reasons etc.)
- Every member should show up on time (at least within 10 minutes of the start of the meeting)
- Each member should notify the group immediately when unable to complete task instead of waiting till last minute
- Each member is expected to participate, and the task will be divided evenly so.

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

- Every agreed upon deadline must be met
- The team is expected to come to meetings prepared

3. Expected level of communication with other team members:

- Check Discord regularly
- Open communication for ideas and solution as well as constructive criticism when checking someone work
- Work together as a team to solve hard issues and identify reasonable solutions
- Update Trello every time there's a change or something that needs to be altered

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

- Be at the weekly meetings and meet any deadlines that were agreed upon.
- Be active in Trello and discord
- Work done on time

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**Consequences for Failing to Follow Procedures and Fulfill Expectations**
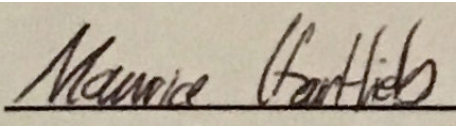
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1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:

- Team members will do their best to get through to the member and see what solution can be made.
- If jobs are not completed by a member, it will be distributed equally amongst other members.

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

- The group members will try to contact the team member and confront them about the issues if team member refuses to cooperate. The other group members will contact the professor and notify him of the group members absence or lack of respect for deadlines.

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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) _Maurice Gottlieb_____ date: September 23, 2020

2) _Bradley Cole_____ date Sept 23, 2020

3) _JeanGaster_____ date: September 23, 2020

4) _Mathieu Lagacé-O'Connor_____ date September 23, 2020