

TEAM CONTRACT

GNG 2101 [E24] - Wio Link UI

Team Members:

1) Gavin Lanteigne (300072424)

2) Kaleigh Ionadi (300112110)

3) Philippe Leclerc (300018544)

4) Jack Redmond (300115877)

5) Clement Boissier (300096931)

6) Charly Arsenault

Project:

Wio Link UI for SVH

→ continue and improve the work on the Node-RED dashboard to make an easily attainable user interface for the Wio Link for its uses at SVH.

Team Procedures

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

Weekly Meetings on Mondays at 10am. A second meeting per week may be added on Wednesdays at 10am if needed to continue Monday's agenda.

Thursday 5:30pm peer review meeting (review deliverable before submission)

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:

Team will use Slack for general communication and hold weekly meetings virtually on Zoom.

Deliverables will be completed using google drive so everyone has access.

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

The decision making policy will begin as a majority vote with a different leader weekly.

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?):

An individual will be appointed each week to prepare the meeting agenda and moderate the meeting, ensuring everyone stays on task.

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?):

An individual will be appointed each week to take meeting minutes. That same individual will be responsible for ensuring the minutes are in the team's google drive folder so everyone has access.

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.):

Our group will aim to get consistent A's on our work. As a result, the work should reflect a reasonable amount of effort. Additionally, the work should demonstrate the amount of time put into the project relative to the specific duty.

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

Complete a group review before submission taking place at one of the team meetings preceding the submission date

Ensure each team member has adequate time to complete a task

Always refer to the rubric and available benchmarks

Contact the TAs or Professor to clarify any issues that may arise

Communicate with one another regularly for assistance or advice

Team Participation

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

In order to ensure cooperation and equal distribution of tasks, we have devised a weekly rotational plan between group members to complete the given deliverable of that week. However, there will also be a plan in place to support anyone who may be busy during the week of their deliverable so that other members may take some of the workload.

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

Use Virtual Whiteboard during meetings to pitch ideas anonymously.

Screenshare

Asking each member if they want to share at some point in the meeting

Create a comfortable environment where ideas are listened to and thought out carefully before a decision is made about their usefulness

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

Each week the person appointed to prepare the meeting agenda will also be responsible for keeping the group on-task.

Each member will have access to the agenda ahead of time so the tasks are clear

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

Shared Leadership. Tasks will rotate between members according to the framework below. Decisions are discussed and voted on as a group.

Rotating Accountability:

2 People responsible for a given deliverable. The members switch for each deliverable. At each meeting it is decided who the next two people responsible will be based on time constraints and area of expertise.

1 person responsible for agenda/minutes that week (using agreed upon framework). New person each week assigned to this role

Personal Accountability

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

All team members are expected to attend every meeting. If an individual cannot attend a meeting, they must give the team as much notice as possible through the team slack.

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

All team members are expected to complete their assigned tasks each week to the best of their ability. All work must be completed on time by the scheduled individual unless said individual has notified the team that they need help with their task. Each task must be completed before the Thursday meeting where the group reviews said task.

3. Expected level of communication with other team members:

Team members must notify the whole group if they cannot attend a meeting or need help completing their task. Every group member must have the opportunity to view the deliverable before submission.

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

All group decisions are final and must be adhered to and followed to the best of each individual's abilities. All Team members are expected to attend all meetings for the 1.5 hour duration.

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:

The individual will be informed of their infraction by the entirety of the group during one of the team meetings. The group will discuss with the individual not only the problem that they are causing, but as well as what they could do to prevent further infractions.

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

If a teammate is continually committing infractions (3+), a representative from the group can bring up the issue to the Teaching assistant.

→ subject to group discretion based on severity of infraction. A major infraction may be brought up with a TA if it has the potential to significantly lower the quality of the project.

- 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)  date **2020-09-14**

2)  date 09/14/2020

3)  date 09/14/2020

4)  date 09/14/20

5) Clément Boissier date 09/14/20

Criteria	Exceeds	Meets	Below	Not understood	Not demonstrated	Criterion Score
Communication: Logical structure and organization	10 points Well-organized responses and professional formatting, ensuring high quality presentation and final result.	7.5 points Well-organized responses and professional formatting.	5 points Rudimentary structure and content only, but still not adequately organized or formatted to meet minimum technical standards.	2.5 points Minimal structure and/or content only vaguely relevant to the subject.	0 points No structure or organization and/or content irrelevant to the subject.	/ 10
Team work: Team contract exercise	30 points Articulate all norms of practice and team member conduct. Incorporate follow-up activities that hold team members accountable to the norms of practice.	22.5 points Establish norms of practice that will help guide the team performance. Highlight procedures for team meetings, method of communication, decision-making policy, record keeping, setting and following meeting agendas, etc.	15 points Vaguely establish team member conduct in an informal way.	7.5 points Fail to establish team member conduct with the contract.	0 points Did not complete team contract.	/ 30
Analysis: Summarize, list, describe, create	30 points Summarizes and lists necessary and other relevant information about the client. Clearly and precisely describes interviewing and empathizing tools/methods and makes an obvious effort to create a useful and detailed interview guide.	22.5 points Summarizes and lists necessary information about the client. Describes interviewing and empathizing tools/methods and creates a detailed interview guide.	15 points Minimally summarizes and lists information about the client. Vaguely describes tools/methods and creates an interview guide without detail.	7.5 points Summarizes and lists non-relevant information about the client. Describes non-relevant tools/methods and creates a useless interview guide.	0 points Does not summarize what is known, does not list what is unknown, does not describe tools/methods, does not create an interview guide.	/ 30
Project Management: Tasks, responsibilities, deadlines	30 points Makes an effort to properly transfer the list of all tasks to Microsoft Project, clearly and reasonably identifies a person responsible for each task and the date by which each task must be complete (when known).	22.5 points Transfers the list of all tasks to Microsoft Project, tries to identify a person responsible for each task and the date by which each task must be complete (when known).	15 points Tried to transfer the list of all tasks to Microsoft Project, only identifies a person responsible for some tasks and the date by which each task must be complete is unclear (even when known).	7.5 points Transfers very few tasks to Microsoft Project, doesn't understand how to identify a person responsible for the tasks or the date by which each task must be complete.	0 points Does not list tasks in Microsoft Project, identify a person responsible for each task or the date by which each task must be complete.	/ 30