

TEAM CONTRACT

GNG2101, Section # A02 - Group 7

Team Members:

- 1) Aaron MacNeil
- 2) Jacob Charron
- 3) Andro Hanna
- 4) Praise Ebirim
- 5) Jake Ratkovic

Suggested Projects:

Given project: Portable Change Table

Team Procedures

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

Team meetings will be held every Saturday and Thursday at 4pm eastern time.

2. Preferred method of **communication** in order to discuss the project and to inform each other of team meetings, announcement, updates, reminders, problems:

Our preferred method of communication in order to discuss the project and to inform each other of team meetings, announcements, updates, reminders, problems and more information about the project will be via Discord for video calls and meetings and facebook messenger for chatting and minor updates throughout the weeks to come.

3. **Decision-making policy** :

As a decision-making policy, we will be going in a democratic manner of choosing by majority vote. This works well with our group due to the fact that we are five people and will have no issues with ties during votings.

4. Method for setting and following meeting **agendas**:

We will be setting and following meeting agendas throughout the weeks using the team's messenger group chat which every team member has access to. From there, we can accordingly meet up at an agreed upon time for meetings.

5. Method of **record keeping** :

The team has agreed upon having Jacob as a record and time keeper. He will be responsible in assuring that meetings go accordingly and

that team members do not get distracted by off-topic subjects. He also has the responsibility of assuring that meetings are given at a time when every team member can join the meeting.

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.):

We want to develop an easy to use, lightweight and portable change table. All research and writing will be an equal contribution of all participating team members.

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

The team's strategies to fulfill these standards will be to hold weekly meetings to make sure that every team member is keeping up with the schedule and working on the project. Also, the team members will often rely on the user needs once they are established and understand the demands of the client. It will also be necessary to empathize with the client in order to make sure that the product developed is to their liking. In order to maintain a positive work environment throughout the semester, mutual respect among team members will be necessary. In order to fulfill these standards, the team will also require consistency in deadlines, always making sure that deliverables are submitted on time. Also, the team will need to be flexible with our time schedule and decisions in order to accommodate each team member.

Team Participation

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

The team's strategies to ensure cooperation and equal distribution of tasks are to respect deadlines, delegating tasks equally, planning ahead of time in order to prevent falling behind, and good communication throughout the team.

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

The team's strategies for encouraging/including ideas from all team members are to use group votes and polls to make team decisions. To stay kind and non-judgemental when speaking to group members and to actively include all team members during team discussions.

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

The team's strategies for keeping team members on task and for task maintenance are to give all tasks a level of priority, working on the project, and its deliverables on a weekly basis while maintaining team communication. Also it will be important to start each deliverable on time to prevent being late and submitting unfinished work.

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

The team's preference for leadership will be shared leadership. The team deliverables will be submitted by one team member each week, and will be assigned to team members based on a team member rotation.

Personal Accountability

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

To ensure that the project progresses smoothly, every team member must:

- Attend every meeting on time.
- Informing the team beforehand of the meeting if they can't attend (i.e. at least one hour before the set time).
- Every team member should be actively participating in the meeting.
- Apply team etiquette during meetings (wait their turn, mute mic when not speaking, be attentive to the group and not their surroundings during the meeting, respect team member contributions and inputs, ensure their meeting environment is not distracting to other team members i.e. not a loud, busy, or distractive background setting)

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

The expected level of responsibility for fulfilling team assignments, timelines and deadlines is dependent on the team members themselves while having the team leader check in on every team member's performance. Team members should seek assistance if needed. If the team member is falling behind, it is their responsibility to reach out to the team early so that other team members can help while being able to follow their individual team schedule. Every team member should complete their tasks before the deadline appointed by the team leader.

3. Expected level of communication with other team members:

The expected level of communication with other team members is that everyone should reply to messages, either from discord or messenger as soon as they can. The team's expectation is to respond within 24 hours of message notification. If a team member will not be able to attend a meeting, they should advise the group at least 2 hours beforehand. If a group member needs help, others are obliged to help him/her out. However, team members are expected to do everything reasonably within their ability in order to find a solution, before involving other team members to help them resolve the situation.

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

Every team member should put in their best effort, so no particular set of people carry all the weight. Also, the team should make out time from our schedule to work on the labs and deliverables. In a situation where a team member or the team is confused on the tasks at hand, the team will seek help from each other or the TA.

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:

As a group we would like to handle infractions of any of the obligations of this team contract with a three strike method. The first strike and second strikes will be warnings of the consequences if the infractions are repeated to the specific team member by the team leader. However, the third strike will include a notification of the third infraction to the specific team member and a vote will be held to allow the member who has committed infractions to defend their behavior. If the majority leads in favour of that team member, methods will be used in order to adapt to this team member (ie. move team meetings...) If the majority leads against the team member in question, the team might consider contacting the teaching assistant, the project manager or the professor depending on the severity of the infractions.

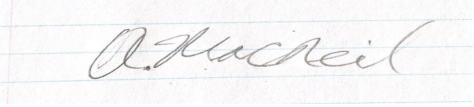
2. Describe what your team will do **if the infractions continue**:

If the infractions continue, we will continue to keep track of the infractions, and other related information about the team member's inappropriate behaviour to a teaching assistant and inform them of the uncooperative team member. We will request the teaching assistant to offer insight on how to proceed with uncooperative team members. If the infractions continue afterwards, a meeting with the project manager to find a solution that can benefit the team.

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: September 15th, 2021

2)  date, September 15th, 2021

3)  date, September 15th, 2021

4)  date, September 15th, 2021

5)  date September 15th, 2021