TEAM CONTRACT

GNG2101, Section # C

Team Members:

- 1. Dan Andrei Sirbu (8475161)
- 2. Alpesh Ramesh Senghani (8855161)
- 3. Zexuan Zheng (8725409)
- 4. Faven Ghilazghi (8655760)
- 5. Chulang Mo (8581260)

Project Topic Selection (Top 3 Favourites)

- 1. Library 1
- 2. CM (Other)
- 3. Library 10

Team Procedures

- 1. Day, time, and place for regular team meetings:
 - Wednesday at 2PM, Morisset 5th floor.
- 2. Preferred method of communication in order to inform each other of team meetings, announcements, updates, reminders, and problems:
 - Slack and uOttawa Email.
 - Link to Slack: gngproject.slack.com
- 3. Decision-making policy:
 - Majority vote will be used to make decisions. However, before a decision is made, consider if the alternative or the benefit of it could be incorporated.
- 4. Method for setting and following meeting agendas:
 - Dan Andrei Sirbu will be responsible for setting each agenda
 - The agenda has to be set and distributed to team members the night before the meeting at the latest. Team members will be notified via both Slack and Email.
 - Chulang Mo is responsible for keeping the team on track during the meeting. His responsibilities include time keeping, record keeping, and he also needs to be aware of the present topic and prevent the team from digressing. He also has the right to participate actively during the meeting.

5. Method of record keeping:

- Chulang Mo is responsible for recording and distributing minutes.
- The minutes need to be distributed via Email as a PDF document at the end of each meeting day.
- All agendas and minutes will be kept in a Google Drive Folder (GNG Project) shared by all members. Chulang is also responsible for keeping all files on a physical backup drive such as a USB or external hard drive

Team Expectations

Work Quality

1. Project standards:

- Any form of presentations should be properly structured and should have an outline and logical flow, much like that of a technical report.
- **Reports**: These will follow a technical document style of writing.
- **Research:** Sources must be reliable (I.e. academic sites, government sites, corporation sites, etc.).
- **Peer reviews:** What the group/another individual thinks of a person's work (over the shoulder peer review). If we disagree on something, we will use agile techniques to come to a consensus.
 - For easy peer-reviewing, documents will be written using Google Applications.
 This type of interface allows editing and commenting without having the two parties to come together physically.
 - For other types of work that need to be peer edited, such as CAD files, the group will use either Email or Slack to express opinions, or to express them in person.

2. Strategies to fulfill these standards:

- Regular check-up, presentation of work-in-progress and peer review will be used to fulfill project standards.
- Constructive criticism is always welcomed in a group setting. It is a standard that for every report, set of research, or completed task that at least one other group member must give an informal (peer) review. Every individual is responsible for being honest about their own work, and other group members are also responsible for checking that individual's work. It can look as simple as checking sources, reality check, and grammar corrections, etc.

Team Participation

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

- All task distributions must be done with the entire group in person (at a meeting preferably). If anyone is absent, that person must be notified via Email about their given task and must agree to the assigned task(s).
- Each member of the group will have a running to-do list, and each task will have a specific deadline.
 - The tasks will also be logged on a Google Docs file so every member will have access to what others have completed and what still needs to be done.
- 2. Strategies for encouraging/including ideas from all team members (team maintenance):
 - Everyone is encouraged to share their ideas, and these ideas will be kept in a minute document.
 - Everyone is responsible for respecting others, and ridicules of other people's ideas, even if they are far-fetched, is discouraged and prohibited in order to maintain a healthy team dynamic.
 - o If ridicules happen,
 - Constructive criticism is always encouraged, and it is also every group member's responsibility to be open to constructive comments.
 - The "Prioritization Poker" approach is used to organize and prioritize everyone's ideas.
 - 1. We divide the project into workable sections
 - 2. For each section, each member writes out an idea on an index card
 - 3. Assign a unique number to each card (ex. 1, 2, 3, 4)
 - 4. Divide a table into two parts: bottom and top
 - 5. Put all the cards on the top part
 - 6. "Round" starts
 - 7. Each person writes down what they think is the lowest priority idea number on a hidden piece of paper
 - 8. At the same time, we all show the number to the group
 - 9. if 4 or more people have the same number, move the index card with that number to the bottom part of the table and above any previous index card
 - 10. Else, we each discuss our reasoning for picking that card index number and vote again
 - 11. "Round" ends
 - 12. We repeat the process until all cards are at the bottom
 - ★ This method was adapted from https://medium.com/engineering-leadership/ideas-prioritization-agile-approach-bb0eebde https://medium.com/engineering-approach-bb0eebde https://medium.com/engineering-approach-bb0eebde https://medium.com/engineering-approach-bb0eebde https://medium.com/engineering-approach-bb0eebde https://medium.com/engineering-approach-bb0eebde https://medium.com/engineering-approach-bb0eebde <a href="https://medium.co
- 3. Strategies for keeping on task (task maintenance):
 - Frequent communication.
 - Accountability partners (groups of two to three): each partner is responsible to follow up with the other person(s)'s work-in-progress.
 - In order to avoid procrastination, members should inform the entire team of their progress a day prior to the due date.

- 4. Preferences for leadership:
 - Individual leadership. The leader should be respected by everyone else, but he is also subject to doing regular work and taking care of/maintaining good team dynamics.
 - This leader will allow us to have more structure in our group, but he is considered as an equal to other group members and must oblige to the rules and regulations of the group.

Personal Accountability

- 1. Expected individual attendance, punctuality, and participation at all team meetings:
 - Every member is expected to be in all team meetings on time (except for emergencies).
- 2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 - Every member will work on his/her own assigned tasks. Deadlines should be respected by all members of the group.
 - Every member must have assigned time in his/her daily schedule to work on the project.
 - When a member is free of duties, consider helping someone out.
- 3. Expected level of communication with other team members:
 - Every member need to check his/her Slack account at least once every day, and more frequently when a project deadline is approaching.
 - Accountability partners should communicate privately (private messages or in person) and frequently.
- 4. Expected level of commitment to team decisions and tasks.
 - Every team member should respect decisions made by by the group and abide to it.
 - All members should make effort to complete tasks assigned to them by the group before the deadlines.

Consequences for Failing to Follow Procedures and Fulfill Expectations

- 1. Prevention and consequences of infractions of the obligations of this team contract:
 - If it is possible, the team member should always inform the team ahead of time that their part of the project will not be done on time.
 - Next, the person with the infraction should apologize to the entire group and make a plan to finish the assigned work. The rest of the group should forgive that person and offer as much help as possible, instead of letting that person finish the left-behind work alone.

• Valid reasons for poor work, such as illness, improper placement of skill/profession, and significant life events, should be accepted by group members. The rest of the group should offer as much help as possible.

2. If the infractions continue:

• The group leader is responsible for talking to that person one on one, and the leader should consider different factors that caused the infractions. For example, if the cause for infraction is because of a lack of skill in a certain area (e.g. CAD), then the leader should consider letting someone else take up that portion 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)	Dan Andrei Sirbu	date	1/15/2017	
2)	Chulang Mo	date	1/15/2017	
3)	Zexuan Zheng	date	1/15/2017	
4)	Faven Ghilazghi	date	1/15/2017	_
5)	Alpesh Ramesh Senghani	date	1/15/2017	

^{*} This template was adapted from https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc