GNG 2101 C - Intro. to Product Development

Deliverable A -Team Contract

Team: C 2.3

Student Number	Name
300198368	Jerry Nguyen
300144344	Jason Nguyen
300236741	Rebeca Poulin
300148414	Boubrik Nada
30008552	Raphaelle Jean-Baptiste

Professor: Prof. Jason Foster

TA : Aradhya Agnihotr | Project Manager : Cecilia Lou

Submission Date: January 15th, 2023

TEAM C2.3 CONTRACT

GNG2101, Section # C02

Team Members:

1) Jason Nguyen

Assigned Project: Mouse Skills App

2) Nada Boubrik

3) Rebeca Poulin

4) Jerry Nguyen

5) Raphaelle Jean-Baptiste

Team Procedures

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

    Date: Wednesday
    Time: 8:00 pm
    Place: MS Teams

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:

    Our preferred method of communication will be Discord along with the occasional face-to-face interactions when possible or when needed.

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

    We will primarily decide by consensus (discussion) and then take a majority vote if unable to reach common ground.

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?):

    The method used will be a combination of Wrike and discord to schedule meetings and to communicate reminders to teammates. Raphaelle and Rebeca will both be responsible for

this. To keep the team on track, we'll stick to a list of subjects we need to address for upcoming deliverables/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?):

   Jerry will be responsible for recording, disseminating minutes, and saving all agendas from meetings. There will be a text document on a shared drive that will store all the information from deliverables to make it convenient for 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.?):

We expect a full amount of participation and efforts put into our project to maximize its quality. For this, each member should complete their assigned tasks on time and be knowledgeable on what is upcoming for the following meeting. All members should take part in some individual research that is pertinent and from which results can be shared during meetings.

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

   - If a member is unable to complete their assigned task before the upcoming meeting, notify the rest of the team a day in advance so the team can make necessary adjustments and fill in the work/or help.

   - Don't mute discord :) announcements are on there.

   - Be aware of the different due dates, announcements on Brightspace and from the professor.

   - To reach our project standards, we should concentrate on one task at a time while keeping the client's interests in mind.

   - Every member should prepare their part for the meeting in order to save time and be more efficient.

   - For peer review, do not hesitate to give out criticisms and constructive feedback for better performance.

Team Participation

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

    Set specific tasks for each member and set specific deadlines for each member. A plan will be devised before starting to work on the next step. The tasks will be distributed equally with each member's skills taken into account.

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

    Ask everybody for their input before deciding on a final decision. It is also important to make all members feel seen and/or heard by including their ideas in our project. Our meetings will be open to discussion.

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

    Setting clear due dates that everyone is aware of so that everyone can know what needs to be done. Organization is key for this. Regular announcements and notifications concerning upcoming tasks and responsibilities.

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

    Informal leadership may be the preferred role. Every project needs a leader, and whoever naturally falls into that role will lead our group.

Personal Accountability

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

    Meeting attendance is mandatory, it can be virtual or in-person, as long as everyone is present. Notify the rest of the group on Discord if a team member cannot make it to the meeting for an acceptable reason.

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

    A high level of responsibility is expected from each team member, for responsibilities and assignment while following the deadlines set out. Each member must discuss with the team if they cannot meet a deadline.

3. Expected level of communication with other team members:

High level of communication with other team members is expected. Especially when a member is having issues with the project or their assigned task. As well as an update concerning assigned tasks and/or responsibilities.

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

High level of commitment to team decisions and tasks is expected. Everybody should give their input and put the same amount of work in their tasks. Expected communication for task delays.

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 infraction would be handled on a case-by-case manner depending on the situation and reason as to why. We would need to discuss with other members to determine if it is reasonable.

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

Bring the issue up to the project manager/professor. The worst case scenario is to ask the person to leave the group.

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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) Jason Nguyen   date: 01/14/2023

2) *Jerry Nguyen*   date: 01/14/2023

3) Rebeca Poulin   date : 01/14/2023

4) Raphaelle Jean Baptiste   date : 01/14/2023

5) Boubrik Nada   date : 01/14/2023