

TEAM CONTRACT GNG 1103

Section #: B04 Team #: 4

Team Members:

- 1) Nassar Shakir
 - 2) Abdullah Nauman
 - 3) Adam Jahan
 - 4) Adam Walters
 - 5) Emeric Chanhoun
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Team Procedures

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

Weekly meetings on Saturday/Sunday on Discord at noon.

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:

Discord

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

We will use consensus to make decisions

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?):

We'll create an agenda in Trello for each meeting and refer to that during the meeting. Nassar will be responsible for making sure that the agenda is kept up-to-date and followed during the meetings.

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?):

We will keep notes of what is said during the meeting and record of our chat logs in discord. These will be kept by all of us collectively.

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 will strive to input our greatest efforts, without jeopardizing our grades for any other courses that we take part in. Ideally, any branch of this project should be done with maximum effort.

2. Strategies to fulfill these standards:

Frequent meetings, using task organizers to manage deadlines, Discord reminders and lots of communication

Team Participation

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

Comfortable work environment - Each team member should feel confident in voicing their opinion if they feel themselves, or others are doing too little or too much work. Commitment and enthusiasm will be used to maintain good cooperation within the team.

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

Open discussion where everyone can share their ideas and all are valid unless combated with proper consideration and research.

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

Meeting will be concise and to the point, During meeting times we will remain focused and on task. Additionally all tasks will be fairly distributed and tracked to make sure everyone is up to speed on the task at hand.

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

Leadership will be informal as we are a small group, and all decisions will be collective, rather than made by one person

Personal Accountability

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

Attempt to make all group meetings with reasonable exceptions

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

All team members are expected to meet due dates for all assignments, timelines, and deadlines. Failure to do so will result in a strike since this is a team effort.

3. Expected level of communication with other team members:

Within reason. Too much communication can be as bad as too little. As long as everybody is up to speed all is good.

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

Full commitment within reason. As mentioned in "Work Quality" part 1, team members are expected to perform as well as possible without jeopardizing anything else that they are working on.

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:

Address infraction at team meetings, deliberate as a group under what circumstances it happened, why it happened and how it can be avoided in the future.

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

There will be a three strike system, upon the third strike the TA and/or PM will be notified for further action.

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) Adam Jahan date 2020/09/22
- 2.) Abdullah Nauman date 2020/09/22
- 3) Adam Walters date 2020/09/22
- 4) Nassar Shakir date 2020/09/22
- 5) Emeric Chanhoun date 2020/09/22