

TEAM CONTRACT

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GNG1103 Section # D

Team #

15

Team Members:

1. Lucas Siviero
2. Noah Aynalem
3. Rakshita Mathur
4. Riley de Gans
5. Kayden Wang

Team Procedure

Our group will meet a minimum of once a week on Tuesday at 2:30 pm for at least one hour. Optional meetings will be on Thursday at 3:30 pm. If necessary additional

meetings will be held on any day of the weekend by group discretion. Communication between team members will be through Microsoft Teams through both video and text-based communication. If necessary additional communication will be conducted through email. In terms of decision making, final decisions will be decided through group consensus. Lucas will be in charge of assigning tasks in the Wrike; however, any member can choose to add tasks, assign tasks, or reassign tasks so long as it is checked with all members of the group. To keep members on task during meetings, web cameras and microphones will have to be turned on. For the privacy of our team members meetings will not be recorded; however, a small list of key points, “minutes”, will be kept by Noah, and posted in the Teams chat at the end of the meeting.

Team Expectations

[Work Quality, Team Participation, Personal Accountability]

Each member of the team will produce work to the best of their ability in accordance with the standard of the group in all deliverables, individual research, and presentations. This includes completing each task assigned within the set deadlines and being present and active in all group meetings and text discussions. These standards will be maintained through fair and honest peer evaluations of each other. Using the application, Wrike, tasks and subtasks will be broadcast in advance, and evenly distributed among team members. To ensure proper team maintenance, all members will respect each other’s opinions, values, and inputs throughout all aspects of the project. Members will be given uninterrupted time at the end of all meetings to voice any concerns or additions to the subject matter. During group meetings, members must remain attentive and actively participate. The use of technology outside of what is relevant to the project is strictly prohibited except for emergencies. Leadership will be shared informally by all team members. i.e no designated leader role will be assigned.

Consequences and Signing

All members of the group are obliged to attend all meetings with proper punctuality. In the case of a missed meeting, that team member must attend the next scheduled meeting unless an emergency arises. It is the responsibility of the team member who missed the meeting to inform themselves about the subject of the last meeting, either through the minutes of the previous meeting or through communication with another team member, provided that member is available. It is expected that all members must keep open communication with all team members during and outside of the meetings. All members are expected to finish their given tasks within the deadline; however, if a problem arises that causes a need for an extension of a deadline, or absence from a meeting, that member is responsible to let everyone in the team know. Extensions will be granted under the full consensus of the team. The division of tasks will be done evenly in accordance with the skill set of each team member. It is paramount that all members remain honest about their technical abilities and give constructive and honest feedback to ensure team success. If any team member fails to meet the requirements and responsibilities above it will be discussed at the next available team meeting. For repeat or serious offences (e.g. missing two weeks' worth of meetings), harsher measures will be taken to correct the offence and make sure it does not happen again. This includes contacting the T.A, Justine Boudreau and P.M.s Kaleb Mannion and Evelyn Wattenbarger, and if necessary professor, David Knox.

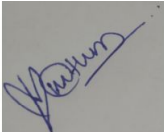
- a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*
- b) *I understand that I am obligated to abide by these terms and conditions.*
- c) *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

Lucas Siviero

1) Lucas Siviero date: 20 January 2021

Noah

2) Noah.T.Aynalem date: 20 January 2021



3) Rakshita Mathur date: 20 January 2021

Riley de Gans

4) Riley de Gans date: 21 January 2021

5)

date_____