

Team Contract

GNG1103, Section C

Team Number: 5

Members: Mohamad Ahmad (300108630), Yi Ru Loh (300134586), Dhvani Patel (300121365),
Sheetal Harakh (300123274)

Code of Conduct

As a team we will:

1. Meet up every Friday after the lecture and use our extra lab time productively.
2. Keep all members involved and informed about any progress or changes to our project.
3. Focus on achieving our goals.
4. Make sure everyone's ideas are listened to and the best is done to try and incorporate them into the final product.
5. Be held accountable for any issues that arise
6. Ensure that we regularly check the Instagram group that was created

Participation

As a project team, we will:

1. Be honest and respectful will all ideas brought up during project activities.
2. Encourage participation, diversity and teamwork.
3. Provide opportunity for equal participation.
4. Keep an open mind to new approaches, ideas, suggestions and criticism from others.
5. Discuss problems that arise and come up with solutions as a team and avoid placing blame when things go wrong.
6. Have one discussion at a time to ensure that all aspects are covered and not missed.
7. Ensure that every team member is on track with the project and voice out if they face any problem when carrying out the project.
8. Make decisions based on a democratic system (voting)

Weekly Meetings

Over the course of the project timeline (spanning from January 20th - March 27th), there will be weekly meetings. All group members will meet every Friday to discuss and finish deliverable assignments. The exceptions to this standard are the following:

1. If there is a project-specific lab (such as in weeks 4, 5, and 10) and it is felt by the **majority of group members** that 3-hour lab session was sufficient for the week, then it is justifiable to skip that week's Friday meeting.

2. Over the course of “reading week” (February 17th - 21st), there should be **at least one meeting** to prepare for the upcoming schedule/budget report (due February 23) and the first prototype (due March 1st).
3. If any group members are aware that they won’t be able to attend a Friday meeting ahead of time, they **must inform their group members - rather than simply not showing up**. It is advised that the absent group member communicates with the other group members about that Friday’s key takeaways (preferably the same or next day).
4. During meetings, one person will be held accountable for recording agenda and updating progress. Minutes will be kept as well as any changes made to plan.

Work Quality

As a team we will:

- Ensure that any work submitted is our **best work** and is not in any way rushed
- Realistic level of quality is set and followed consistently
- Writing is **always double checked and peer edited** to ensure there are no errors
- Research materials is always shared and cited properly for verification if needed

Consequences for Failing to Follow Procedures

Any sort of infraction will result in a consequence determined by the group members. Anything that can result in the jeopardy of the project will result in a greater consequence. Otherwise, any mistakes will be reviewed and fixed.

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) Sheetal Harakh
- 2) Dhvani Patel
- 3) Yi Ru Loh
- 4) Mohamad Ahmad

Date: January, 19, 2020
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