TEAM CONTRACT

GNG1103, Section # C Team # 13 Team Members:

1) Noah Jewett

2) Tahmeed Khan

3) Omar Mortaja

4) Panagiota Sarsaroudi

5) Carolina Scassa

Team Procedures

Meetings

Our regular team meetings will occur Wednesdays at 8:45 PM over Zoom and will last between anywhere between 20-60 minutes. If necessary, emergency meetings will be conducted on the following Saturday to finish up deliverables. The specific time of the Saturday meeting will be finalized the day prior and will last between 20-60 minutes.

Methods of Communication

Most communication will be done through our group Snapchat with each message being saved for future reference. Digital files and important updates to the project will be shared through email to ensure it reaches the group properly. Discord is our final backup program for communication if Snapchat does not work, but using it in the future remains to be decided.

Decision-Making Policy

General decisions (e.g. delegating tasks) will be made through group consensus and an additional majority vote if necessary. We shall prioritize opinions of those who are more experienced in a relevant field while considering everyone else's opinion.

Meeting Agendas and Team Meeting Structure

Tahmeed Khan will draft a meeting agenda Monday night on a Google doc and will circulate it through email and snapchat reminders. Team members are encouraged to add their own discussion points if necessary by Tuesday night and the agenda will be finalized Wednesday morning.

Prior to the start of a meeting, team members will be notified half an hour prior on snapchat and Zoom links will be sent by email ten minutes in advance. The meeting structure will be as follows:

1. Attendance
2. Debrief the status of tasks assigned the previous week(s)
    a. Mark them as either finished or ongoing.
3. Discuss new information about the project
    a. Identify the upcoming deliverables and deadlines
    b. Defining the current problem(s) and needs
        i. State any technical requirements
        ii. State what the client has said and translate it into technical terms
    c. Coming up with possible solutions
        i. Pick the best solution via consensus and majority rule if necessary.
4. Additional discussion points added to the Agenda by other group members
5. Delegate tasks/roles, no more than three important tasks per person.
6. Recap of meeting via **Meeting Minutes**

Omar Mortaja will ensure the team is on topic and follows the aforementioned meeting structure through periodic reminders.

Meeting Minutes

A summary of the topics discussed during the meeting will be recorded on a Google document by **Carolina Scassa**. The meeting minutes will be reviewed at the end of the meeting to ensure accuracy. This document will be viewable and editable by everyone during and after the meeting is over and will be shared via email link. The list of tasks, responsibilities, and deadlines will be recorded on both the meeting minutes and on the Wrike Plan.

Team Expectations

Work Quality

The team members are committed to strive for output of high quality and to dedicate the amount of time that such a goal may require. Each person will dedicate a slot of time to work on projects outside of class, according to their own schedules. If the assigned task is foreseen to take a far greater amount of time than expected, the task shall be split among one or more group members. This will be discussed within the Snapchat group or Email. To ensure satisfactory task quality, the upcoming deliverable must be presented to group members **at least 36 hours prior to the deadline (For most deadlines, this means prior to Saturday Mornings)** either through Snapchat, email or Zoom if applicable. If it cannot be presented, the state of the task **must be clearly specified**. A team member will be designated, at the Wednesday meeting, to produce the draft of the deliverable by combining the write-ups of each team member. Thus, the draft of the final deliverable will be sent to the team members Saturday evening. Then, the team members will send their comments on the draft by Sunday morning in order to finalize the final version of the deliverable that will be submitted Sunday evening. In this way, the projected deliverable can be improved upon as see fit. If task complications come along, group members are expected to seek guidance from the group first, then the TA/PM.

Team Participation

To ensure team participation for the first few weeks, the current deliverable into five equally complex tasks, assigned randomly via a random number generator during meetings. If anyone feels uncomfortable with a certain task, they can request a trade with the current owner of a task (Tasks cannot be traded after 72 hours before an important deadline). Later into the semester, members can assign themselves tasks based on general consensus with the group (e.g. A person skilled with CAD can assign themselves a 3D printing task if the rest of the group agrees).

During the meeting, **Omar Mortaja** will ask and encourage teammates for their opinions/input. Two days after the meeting is finished, Omar will ask group members to share their new ideas and opinions either in the Snapchat group or in private. Omar will make sure everyone is on task and not falling behind.

Multiple methods will be employed to ensure that all team members remain on task. Team members will make use of daily notifications to keep on task. In addition, the group meetings will be moderated to ensure that no time is wasted and that important tasks are accomplished in a timely fashion. Finally, Wrike will be used to help keep track of due dates and milestones to ensure that no one's work falls behind schedule. The prefered leadership style of the group is informal, meaning there is no delegated leader for the project. While certain members may at times take control of meetings or assume roles in which they monitor the progress of others, these roles are temporary, and no one particular person leads the whole group.

Personal Accountability

Everyone is expected to attend Wednesday meetings. Group members who cannot come to these meetings must inform at least an hour prior to the meeting. Saturday meetings are optional. We encourage people to be on time, and to consider arriving earlier to ensure their punctuality.

We expect group members to be ready to present or specify the status of their assigned tasks at least 36 hours before the task's deadline. All group members are expected to complete their assigned tasks by the appropriate deadlines. If for whatever reason, a person predicts they cannot complete a task, inform the group and the TA/PM immediately through Email and/or Snapchat group as soon as possible. If someone does not complete their task 24 hours before the final deadline, the remainder of the task will be divided among available group members on Snapchat.

It is expected that team members will communicate semi-daily with each other. Team members are expected to at a minimum communicate that they are progressing well with their tasks. If team members are struggling with their task, they should communicate this to the other members to receive help as soon as possible.

Team members are expected to participate in team decisions. They should listen to the reasoning of their fellow team members and make informed decisions when voting on the course of team actions. Team members are also expected to accomplish their tasks on time. Team

members should devote a reasonable amount of personal time to accomplishing team goals. If team members are struggling to meet their deadlines, it is their job to request help from the rest of the group or the TA/PM as soon as possible.

Consequences for Failing to Follow Procedures and Fulfill Expectations

If a group member fails to comply with the obligations of this contract, the failure is noted. If reasonable explanations can be provided for the failure, for example failing to attend a meeting due to illness, the infraction may be forgiven. The team progresses onwards without the team member if necessary. Meetings occur on their scheduled time, and if a team member should fail to accomplish a task, the remaining members would complete it. The person who fails to meet the obligation will have to explain their actions to the group, and will have to come up with a way to ensure a failure does not occur again. For those who fail to do their tasks without reasonable explanation, their infractions will be reported to the TA/PM.

If the infractions continue it will mean that the group member failing to adhere to the contract is not contributing as much to the project as the others. The group will speak to the TA, and might also request that the non-contributing member receive a grade penalty which reflects their reduced role in the project.

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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) Noah Jewett

Date Signed: January 24th 2021

2) Tahmeed Khan

Date Signed: January 24th 2021

3) Omar Mortaja

Date Signed: January 24th 2021

4) Panagiota Sarsaroudi

Date Signed: January 24th 2021

5) Carolina Scassa

Date Signed: January 24th 2021