TEAM CONTRACT

GNG2101, Section #A Team #8

Team Members
1. Stephen Marchewka
2. Heidi Gordon
3. Carolina Ortiz
4. Jackson King

Team Procedures

1. Day time and meeting area

Due to classes and busy schedules during the week, the team will meet on weekends. Time is variable and we will decide the hours of meetings 3 days before. If more time is needed during the week to work on the project, specific dates will be worked out between the group to find a time and date that works with everyone's schedule. Mondays before GNG2101 we will meet weekly. The team will meet at the new STEM building so that we have a surplus of tools and machines that could be used to work on the project.

2. Communication

The team will communicate through the WhatsApp group chat. If face to face communication is needed, then meetings can be arranged accordingly. For quick face to face discussions, we can plan to meet about 20 minutes before or after our GNG2101 lecture or lab.

3. Decision making policy

In order to keep everybody content with the project, a full agreement must be come to when making decisions. This will require everybody to be willing to compromise, listen to and respect everybody’s ideas equally.

4. Agendas

The team will set an agenda that will outline the general plan for the project and the route we will take to complete it on time. Deliverables will be adjusted accordingly if needed more/less time to work on. The team will make a schedule to keep and follow. To make sure everyone stays on track during the meeting we will continue to reference the agenda for that meeting to help avoid any distractions.

5. Record Keeping

Work will be disseminated evenly and all group members are responsible for ensuring that they are pulling their own weight in the project. Records of the meetings can be kept in a shared document on Google Drive. Quick notes can be taken on the drive during the meeting for easy accessibility throughout the project.

Team Expectations

1. Project Standards

All group members are to make sure that they are giving their 100% effort into all aspects of the project at all deliverables, that are expected to be high quality level. Individual research will be expected to have credible sources. Drafts should be detailed and open to criticism from other teammates to ensure that we are making the best project we can.

2. Strategies

Team encouragement and helpful hands when one person is falling behind or has a very busy schedule on their hands from the rest of their school work. If a member of the group is not able to complete a task that was designated to them, it is important that they let the group know instead of rushing their work and handing in something sub-par to their potential. While dividing responsibilities, we will discuss our strength and weaknesses to have members able to work on components that they can excel on.

Team Participation

1. When distributed tasks throughout the group, all members must agree to how the work is being dispersed throughout the group. All members need to ensure that an even amount of work is being done by all members during team collaborative building/designing. If a task is too big, it can be divided up into smaller tasks with different people completing each part. Once a draft of divided tasks is made, everyone can have the chance to look over their tasks and speak up if they think it is unfair. Communication is the key to cooperation so team members will always ensure that there is constant communication either that a certain task is going well, or that they’re having difficulty with it so other members can help out.

2. Everyone in the group must have an equal say in the project. Everyone's ideas must be valued and taken into consideration. No ideas will be ignored. All must give their opinions in order to make a decision.

3. Members that start to fall off task or get distracted will be reminded by other group members to stay on task. Full maturity and focus is expected at all team meetings and work days. A strategy for keeping on task is to have time blocks scheduled for each small task and for goofing off as well. If we meet for 2 hours, the likelihood of being on task the whole time is low if we simply plan to work the whole time. By setting time blocks to work on one task, and then rewarding ourselves with a 5-minute break will help us to stay on task when we need to be.

4. No one person will be in charge of the whole group, all team members will be given equal leadership to ensure morale is kept at a high.

Personal Accountability

1. Unless a good reason is provided for not being able to show up to team meetings, all members of the group are expected to show proper punctuality for all team meetings. If a member is not able to attend the meeting, they will be expected to find a way to communicate with the team and contribute any other information after reading through the meeting minutes.
Everyone is expected to participate and share their ideas when it comes to the design and build of the project. Everyone should be asking questions if they do not fully understand an idea.

2. All team members are responsible to fulfill their assigned tasks by the deadline. As a team we can come up with a timeline for tasks to be accomplished but it is up to the individual team member to ensure that they've completed their work. If the deadline is approaching and the team member is behind or having trouble, it is their responsibility to seek assistance.

3. Team members are expected to communicate on a regular basis. They can let each other know what is going well and ask for help when having trouble but all team members need to know what is going on with other tasks in the project. Team members are expected to check WhatsApp regularly (at least once a day) to ensure that they aren't missing any information. No questions will go unanswered.

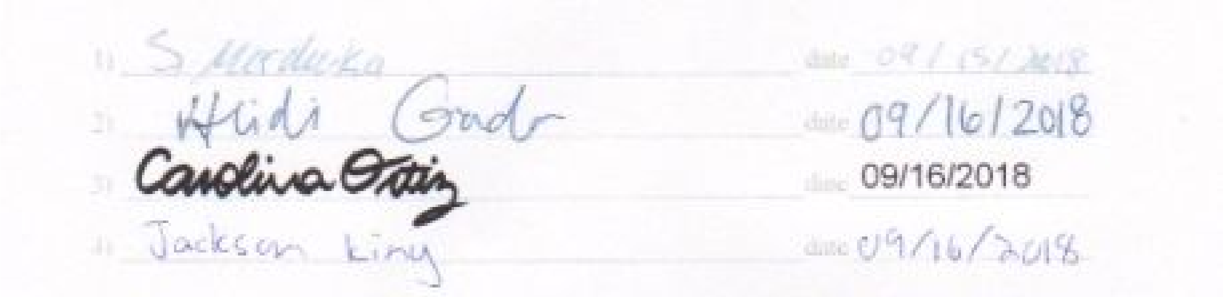
4. Team members are expected to contribute to decision making and to complete all tasks to the best of their abilities. Team decisions should be in agreement with every member of the group. All tasks should be divided equally between the group.

Consequences

1. Infractions will be dealt maturely by all group members. The first step would be for the person who made a mistake to recognise that they are in the wrong and apologize to the group if needed. At the next meeting, the other team members will share how infractions were made and how the team member could improve their commitment to the team and fix the problem at hand.

2. Continue to communicate with the person in the wrong. If infractions continue then the professor of the course or team manager to get a third party involved and discuss solutions for the issue.

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) S Morduka date 09/15/2018
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