




# Project Team Contract

<b>Team Name</b>	602-Group 11		
<b>Project Title</b>	Longhorn Banking Consolidation Project		
<b>Team Members</b>		Hirt, Connor	<a href="mailto:connor_hirt@tamu.edu">connor_hirt@tamu.edu</a> (469) 878-6607
		Kulshrestha, Pulin	<a href="mailto:pulin.k@tamu.edu">pulin.k@tamu.edu</a> (979) 703 9572
		Rafi, Parvez	<a href="mailto:rafiparvez@tamu.edu">rafiparvez@tamu.edu</a> (979) 739 8226

## 1. Purpose

The purpose of this project team contract is to outline all the guidelines that need to be followed by each team member throughout project. All the guidelines mentioned in the contract would help to monitor the status of task assigned to each member and will ensure that each member is contributing their part to full extent. It covers all the clauses related to team communication, code of conducts and conflict resolution in case there will be any discrepancy among team members. This also ensure that the tasks will be divided equally and delivered as per schedule. The contract has a peer evaluation form to rate performance of each of the team members.

## 2. Terms of Team Contract

### 2.1 Code of Conduct

We agree to:

- treat every other team member with due respect.
- be open and honest in dealing with other team members.
- be open to every view from team members, even if it is conflicting.
- keep other team members informed of information related to the project and its progress.
- see the team project through to completion in due time.
- respect the confidentiality of our project and share necessary information with team members only.

## 2.2 Communication

We agree to:

- a. decide as a team on the best mode to communicate various project/team related information.
- b. decide as a team on the timings and schedules of all our team meetings.
- c. attend all the team meetings on time.
- d. inform the team at least 4 hours in advance, if we will not be able to attend any of the team meetings or will be running late for the meeting.
- e. arrange additional meetings or extend discussion, as needed and agreed upon by the entire team.
- f. present ideas concisely and clearly to everyone in the team.
- g. keep discussions on track.
- h. read communications (emails, texts, meeting minutes, action items, etc.) from each other and respond to each other in a timely manner (i.e. within 24 hours).

## 2.3 Decision Making

We agree to:

- a. keep all ideas and pointers from all team members open until final consensus decision is taken by the group.
- b. give equal weightage to inputs from all team members in decision-making process.
- c. go with any decision that is best in the interest of the whole project team and beyond any preference to an individual member.
- d. discuss decision-making criteria (time, resources, impact, etc) in team before opting for a choice.

## 2.4 Responsibility

We agree to:

- a. complete our assigned tasks before due date. If for any unforeseen reason, we are running behind schedule, we agree to notify the team beforehand.
- b. to inform the team swiftly in case difficult or unclear responsibilities are assigned.
- c. own our mistakes and notify team of any possible risks.

## 2.5 Participation

We agree to:

- a. provide opportunity for equal participation throughout the project's timeline.
- b. encourage diversity of opinions in discussions.
- c. avoid placing blames. Instead, we agree to discuss what went wrong and how things can be improved.

## 2.6 Leadership

We agree to:

- a. entrust meeting facilitator with the responsibility of leading every meeting process from compiling its agenda through directing the smooth flow of the meeting.

## 3. Division of labor/Group Roles

### 3.1 Project Lead

- a. Keep track of all deliverables and submit them
- b. Distribute tasks that are not already defined
- c. Maintain a timeline to ensure on-time completion

### 3.2 Publishing Supervisor

- a. Ensure that all documents meet requirements
- b. Suggest any corrections that need to be made

### 3.3 Note Taker

- a. Keep all material related to project
- b. Add new material from meetings and allow access to all other members

We will rotate jobs so that everyone gets to experience a different role and gain more experience with project management.

## 4. Guidelines

### 4.1 Meeting and communication

- a. Team meetings will be held on every Friday at 1 pm.
- b. Meetings will be organized by meeting facilitator, who will be selected on rotation basis.
- c. Additional meeting times can be requested, but must be approved by the other members.
- d. Team members must be on time and let the team know in advance of the meeting if they will be late or any reason

## 4.2 Conflict resolution

Conflicts will be resolved through constructive discussions and exploring common ground. In case the conflict remains unresolved, we may take up the matter to the instructor.

## 5. Rewards and Punishments

Provision for rewarding good work by team members:

- a. Every team meeting will conclude with a recognition session.
- b. The team member with best recognition (or most number of recognitions) will feature on “Star of the week” section of the tracker/website.

Provision for punishment in case of any discrepancy by team members:

- a. Failing to abide by any of the aforementioned terms of team contract by any team member, will result in a penalty point against the team member.
- b. Each penalty point will cost \$5, which will be redeemed every fortnight and the team will be treated with it.
- c. 5 penalty points will additionally result in reporting the instructor about the misdemeanors of team member.

## 6. Provision for Modification in Team Contract

Any recommendation to modify the terms of contract will be subject to review and consensus with entire team. These recommendations will be reviewed based on their impact and benefit for the entire team.

## 7. Declarations

I have read the terms of the team contract and I agree to abide these terms.

Name: ..... Signature: .....  
Date: .....

Name: ..... Signature: .....  
Date: .....

Name: ..... Signature: .....  
Date: .....

## Peer evaluation form

Each team member will give the other members points on a scale from 0 - 20, 20 being the best.

<b>ISYS 630</b>	<b>Section 602</b>	<b>Group # 11</b>
-----------------	--------------------	-------------------

<b>Project Title</b>	<b>Longhorn Banking Consolidation Project</b>					
<b>Name</b>	Connor Hirt		Parvez Rafi		Pulin Kulshrestha	
1. Effort						
2. Punctuality						
3. Teamwork						
4. Learning						
5. Work Quality						
Total						
	/100		/100		/100	