

## Team Contract

Project Team Name: goCart

	Team Member Name	Email	Phone
1	Pratish Joshi	joshipratish997@gmail.com	9860802472
2	Bibek Maharjan	bibekmaharjan65@gmail.com	9860722698
3	Apil Parajuli	parajuliapil7@gmail.com	9861331622
4	Abit Mahato	abitmahato712@gmail.com	9808079576
5	Bibek Shah	shahbibek17@gmail.com	9810473791

### A. Team Structure:

#### 1. Leadership structure:

- Team leadership will be handled by a particular individual throughout the project so that we can have single individual who can make logical decisions that can be worked throughout the whole project.
- Pratish Joshi will be responsible for the proper leadership of the team because of his ability to take charge and properly lead the team.

#### 2. Decision-making policy:

- The decisions will be made primarily using consensus.
- If every team member cannot agree on a particular topic a voting system will take place.

#### 3. Who is the team Recorder/Documentation Manager/Maintainer of team activity?

- The person responsible for recording, managing the documentation and maintaining team activities will be done by Pratish Joshi.

#### 4. Day, time, and place for regular team meetings:

- There will be formal meetings 3 days a week.
- We will be holding team meetings on Wednesday 4:30pm - 6:00pm, Thursday 4:30pm - 6:00pm and Friday 4:30pm - 6:00pm.
- Meetings and Daily Discussions will take place in Discord.
- Link: <https://discord.gg/FbjtnDeFk>

#### 5. Usual method of communication:

- Discord will be used as the usual method of communication.
- Google Drive will be used to share documents and files.

### B. Team Procedures:

#### 1. Method for setting and following meeting agendas:

- The meeting agendas will be set by our team leader.
- Team leader will be taking full responsibility and making sure that the team is following the meeting agendas during the team meeting.
- All the team members will be notified about the team meeting ahead of the time using Gmail and Discord.

#### 2. Method of record keeping:

- Recording and Spreading of the information will be assigned to Pratish Joshi.
- All the Agendas and Actions will be distributed through Google Drive, Discord that are accessible by every team member.

#### 3. Procedures in the absence of a team member:

- The team meeting will not commence if two or more team members are absent. Hence, the meeting will be postponed until further notice.

## C. Team Participation:

### 6. Strategies to ensure cooperation and equal distribution of tasks:

- Team members will get the chance to select the tasks they would like to perform in an allocated time.
- Team members can help each other if they get any issues while performing their tasks and can help other members if someone finishes their tasks before deadlines.
- Members will be asked to provide a rough weekly report.

### 7. Strategies for encouraging/including ideas from all team members:

- Every team member can share their ideas and opinions in the meetings and can raise voice if they have any confusion.
- Decisions will be taken in the favour of all team members either by consensus or voting.

### 8. Strategies for keeping on task:

- The team leader will check the work done by everyone at the end of the week.
- In every meeting, deadline of the tasks will be reminded.

## D. Personal Accountability:

### 1. Expected individual attendance, punctuality, and participation at all team meetings:

- Team members should have at least 80% of attendance.
- Interruption is only allowed after the member who is speaking finished his/her statement so that every member will be able to share his/her views.
- Team members will be penalized if any members are to join the meeting late.
- Every team member should actively participate in each and every meeting.

### 2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

- We will have our initial deadline two weeks before the actual deadline so that we can finish our assignments prior to the final deadline.
- Every member from the team is expected to guide and help each other if required.
- Every member should finish their assigned task within the given time period.

### 3. Expected level of communication with other team members:

- If any member faces difficulties while doing the task then he/she can ask for the help from other team members.
- If there is any urgent concern then every member from the group should be notified.
- Team members are expected to communicate with each other via discord.
- Team meetings will be conducted on the discord server and every member should join the meeting room, ten minutes prior to issued meeting time.

### 4. Expected level of commitment to team decisions and tasks.

- Team decision will be only finalized after every member from the team agrees to the decision. Each member will commit equally to the team's decision so that none of the team members are given more importance than other.
- If contribution of any member is not seen or violates the contract then after week 6, that member will not be contributing to the project anymore.

### E. Consequences of breach of contract:

Consequences will be based upon how a team or a certain individual performs. In order to ensure the proper work by honouring the contract, everybody's full commitment is a must. For every consequence a strike program is implemented for maintaining a consistent and proper flow of the work.

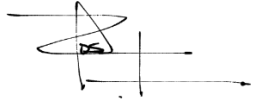




Due to various reasons strikes may be given:

- Low commitment, misconduct or dishonest work presented during assigned tasks.
- Not attending meetings, not performing the task on given time without notifying the team members or the instructor.

#### F. Certification by team members:

In appending your signatures below, you are stating that:

- a) You participated in formulating the standards, roles, and procedures of this contract;
- b) You have agreed to abide by these terms and conditions of this contract;
- c) You understand that you will be subject to the consequences specified above and may be subject to reduction in overall grade in the event that you do not fulfil the terms of this contract.

Name	Pratish Joshi		
Signature		Date	05/05/2021
Name	Bibek Maharjan		
Signature		Date	05/05/2021
Name	Apil Parajuli		
Signature		Date	05/05/2021
Name	Abit Mahato		
Signature		Date	05/05/2021
Name	Bibek Shah		
Signature		Date	05/05/2021

G. Acceptance of contract by tutor:

Name	Rohit Raj Pandy		
Signature		Date	