**CS 246**

**Winter 2019**

**TEAM CONTRACT**

**Team Members:**

1) Travis Snader

2) Jack Kimball

3) Corey Reed

4) Gordon Wallace

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| **Team Procedures** |

1. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

Discord, Phone, Email

1. List the contact information you will be using:
2. How will you make decisions (by consensus? by majority vote? What happens when someone disagrees strongly?):

Consensus/compromise

1. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

Person who holds most relevance to meeting topic will take control of that meeting

1. Method of **record keeping** (Who will be responsible for recording & disseminating meeting records? How will such record be kept/accessed?):

Everyone will have records of meetings through discord, and If everyone takes notes at meetings, than they can upload them to a shared google drive folder.

1. Method of asset maintenance? How will your group store and update project assets (models, code, etc)? How will your group make sure that all members have access to up-to-date resources, and who will be responsible for this process?

We will use Unity Collab/ Google Drive to share assets.

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| **Team Expectations** |

**Team Participation**

1. How will you ensure cooperation and equal distribution of tasks?

We will assign individual tasks as we move along in the project.

1. What will you do to make sure that all team members are participating in decision making?

We can send an email to a specific person to get their input, or tag them in a discord message so they know we are talking to them directly.

1. Strategies for keeping on task (task maintenance):

Try to keep checking on each other to see if anybody needs any help, and to see how things are moving along.

1. Who will be in charge of making sure things get done?

Everybody will take their own responsibility to make sure they are working on their assigned tasks, and as a group we can check on each other to see progress.

**Personal Accountability**

1. Expected individual attendance and participation:

Be in class on time, or communicate otherwise.

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

We will work to the best of our ability to complete tasks and assignments on time, and if for any reason we are unable to, like sickness or anything like that we will communicate that to the group to get help

1. Expected level of communication with other team members:

Respond to any messages you are sent, participate in team meetings, and contact team members ASAP if you are unable to complete a task or need help with something.

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

Try to warn the person and help get them on track

1. Describe what your team will do **if the infractions continue**:

Schedule a meeting with Paul to discuss possible actions.

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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will face the consequences as stated in this contract.*

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