Final Group Contract Charter

The following contract charter is a summary of the agreement between the group members for the OOP 3 Group Project. Each section is to be discussed within the group, decisions made, and the section filled out with the agreed upon decision.

# Group Details

**Class and Section:** Course: Section: Term:

The group project is made up of the following grading schema:

|  |  |  |
| --- | --- | --- |
| **Item** | **Date Due** | **Grade Weighting** |
| Milestone 1 |  |  |
| Milestone 2 |  |  |
| Milestone 3 |  |  |
| Presentation |  |  |
| Project Final Submission |  |  |
| Project Report |  |  |
|  | TOTAL: |  |

# Group Members

|  |  |
| --- | --- |
| **Name** | **Contact Info** |
|  |  |
|  |  |
|  |  |
|  |  |

## Group Topic

Replace this with a one sentence description of what your project is about.

## Member Skills/Strengths/Interests

|  |  |
| --- | --- |
| Member Name | Strengths/Skills/Interests brought to the project |
|  |  |
|  |  |
|  |  |
|  |  |

How will the group work with the members strengths and/or fill the members weaknesses?

## Group Meeting Schedule

List below the weekly dates and times the group will be meeting. You will be meeting with your professor at least once per week and should meet a minimum of 2 other times to perform project management tasks and code review acceptance.

|  |  |  |  |
| --- | --- | --- | --- |
| Weekday | Time | Location /Online Tech | Purpose/Goal of Meeting |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

What are the rules for dealing with a group member who hasn’t been communicating?

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| --- |
|  |

How frequently should group members communicate/check-in face to face?

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| --- |
|  |

How will you ensure that everyone participates meaningfully?

|  |
| --- |
|  |

How will you make sure everyone’s contribution is valued?

|  |
| --- |
|  |

## Member Roles

|  |  |
| --- | --- |
| **Role** | **Assigned Student(s)** |
| **Facilitator:** organizes and facilitates meetings. The facilitator sets the agenda and makes sure everyone’s voice is heard. Meetings should stay on track to be efficient and productive. |  |
| **Summarizer:** summarizes what was discussed in each meeting. The note taker also outlines the next steps for the project after each meeting, including who’s responsible for what. A report should be submitted to the MS Teams channel after each meeting so everyone can see it and accept it. |  |
| **Project Manager:** this person is responsible for updating GitHub projects with tasks discussed, reviewed, and changed during meetings. This member is also responsible for following-up with members to ensure assigned tasks are completed in the agreed upon amount of time. |  |
| **Timekeeper:** the time keeper is responsible for making sure everything happens according to the schedule. This includes reminding everyone how much time is left in meetings, as well as the project as a whole, and what’s left to be done. |  |

# Conflict Resolution

What strategies will be in place for conflict resolution. Conflicts may include, disagreement of features and/or processes, coding style, group participation and/or meeting attendance.

If by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) we are not satisfied with the dynamic of the group, or the amount, and quality, of work that has been completed, we agree to attend Campus Conflict Resolution Services.

## Agreement

Enter your name and apply your digital signature or sign below as an acknowledgement that you are agreeing to the details entered in this charter including the timeframe for visiting the CCRS on campus.

|  |  |
| --- | --- |
| **Student Name (Print)** | **Signature** |
|  |  |
|  |  |
|  |  |
|  |  |