Team 5 Contract

Team 5 Members: Zipeng Zheng, Bonav Duprat (Team 5 Manager), Amal Sanhaji, Arturo Ferrari

Each Team 5 Member’s contract with what is written below is void in only particular circumstances (see **9** and **10**). The signatures at the bottom of this contract bind each member to be a “good Team Member”.

**1. Communication Methods**

We (Team 5) will communicate together in up to four ways:

1. Team 5 Meetings(see **6**) in person.
2. Team 5 Meetings with Google Hangouts.
3. Facebook.
4. Email.
5. (backup in case everything else goes wrong) Canvas.

**2. Sharing Files and Making Changes**

We will use Google Drive and Email to access, share, discuss and revise files, such as:

1. Java Code.
2. The Team 5 Contract.
3. The Team 5 Schedule.
4. Feedback and Review of other Team 5 Members’ work.
5. Team Meeting Agendas.
6. Presentation Materials.

**3. Consequences and Late Policy**

1. Coders and Reviewers that do not meet Deadlines will be in charge of recording one Team 5 Meeting. If no one misses a deadline, the role of recording Team Meetings will be given to the last member to arrive at the meeting.
2. Failure to send in Team work to Elaine results in the consequence of recording five Team 5 Meetings for that member.
3. If a member is unresponsive when called upon for over 24h, that member will be responsible for taking notes at one Team 5 Meeting.
4. Team 5 Members that are late to a meeting delay that Team 5 Meeting by 5 minutes upon their arrival.
   1. Team 5 Members must not discuss agenda items for those 5 minutes minutes, *thereby wasting Team 5’s time*.
   2. If a member does not show up to the meeting by the 20 minute mark, they will be counted as absent for that meeting and be required to take the notes at the next meeting.
   3. If a team member misses three (3) meetings, the rest of the team is allowed to remove that team member from the team.

**4. Team Availability**

Our availability to meet and/or communicate in regards to the project is:

1. Monday: (online)
2. Tuesday: 10am - 12pm
3. Thursday: 10am - 12pm
4. Friday: 1:30pm - 2:30pm
5. Saturday: 1:30pm - 3:00pm

**5. Good Team Member Behavior**

A good team 5 member will have:

1. Shared their email contacts.
2. Accepted all Google Folder invitations.
3. A Google Hangouts account ready for Team 5 Meetings.
4. Connected with Team 5 Members using Facebook Messenger.
5. Completed their assignments on time.
6. Given sufficient feedback to Team 5 Members.
7. Checked Google Drive daily.
8. Checked Email daily.

**6. Team 5 Meetings**

1. Team 5 Meetings will be held in the aforementioned times periods (see **4)**.
2. Team 5 Meetings will take place in Google Hangouts or in a library study room.
3. No one may speak for more than two (2) consecutive minutes during Team 5 Meeting.
4. When no one has spoken for more than two (2) minutes, the team may decide to end the Team 5 Meeting.
5. All Team 5 Meetings must have an agenda.
   1. A draft of the next Team 5 Meeting Agenda will be made in the last 5 minutes of the current Team 5 Meeting.
   2. The first Team 5 Meeting Agenda will be made in the first 5 minutes of said Team 5 Meeting.
   3. All Team 5 Members may add to upcoming Team 5 Meeting Agendas at any point.
   4. Team 5 Meeting Agendas will be kept in the “Team Meeting Agenda” google doc

**7. Feedback Process**

1. The feedback process will include a one on one discussion between the author and the feedback giver on Facebook Messenger or Google Hangouts.
2. The person giving the feedback may not simply say “It looks good”, they must add real value to the document they are reviewing and are held accountable if there are any errors.

**8. Things that might go wrong**

1. *Internet failure* - If a team member’s internet is down during an important time, they are responsible for texting or emailing the other team members(see **9**).
2. *Important file is deleted or lost* - The person responsible for the lost file is liable and will be responsible for replacing said file. *Backup all important files!*

**9. Deadline Emergency**

1. In case of unforeseen logistical–including but not limited to being stuck in traffic–or emergency circumstances, the Team 5 Member(s) are necessarily taken off of the particular deadline(s) for the rest of Team 5 to fulfill.

**10. Team 5 Contract Termination and Team 5 Dissolution**

1. The end of the final class period will void the Team 5 Contract and dissolve Team 5.

*By signing this contract, I agree to respect and honor its guidelines and consequences.*

**X** Bonav Duprat .

**X** Amal Sanhaji .

**X** Arturo Ferrari .

**X** Zipeng Zheng .