



# CSC 313 Team Agreement

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This Team Agreement is the binding agreement for your partnership with your team members. The instructor will hold each team accountable for the performance listed within this document, both individually and collectively as a team.

## TEAM MEMBER INFORMATION

Name: Wyatt Karnes	Phone: 5406719285	Email:
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Name: Aaron Hartmann	Phone: (907)-982-7870	Email:
aaron.hartmann@students.svu.edu		

Name: Sydney Lafferty	Phone: (385)415-4970	Email:
shyenne22@gmail.com		

Name: Boston Cartwright	Phone: (720)-398-7181	Email:
boston.cartwright@students.svu.edu		

## TEAM MEETINGS

We will meet at a minimum 1 times a week at the following days and times:

Day: Varies	Time: Varies
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## TEAM ROLES

As a team, we have voted and decided that given our various backgrounds and abilities, the following team member(s) will have the following roles. We agree that no one-team member may have more than two of the roles. All thee roles must be filled.

Next to each responsibility is the level of infraction associated with not completing the responsibility. More information about infractions can be found in the Team Expectations Section below.

## **Project Manager**

Name: Wyatt Karnes

### **Sponsor Communication**

- *[Level 3]* Communicate at least weekly with Sponsor through phone, video chat or in person.

### **Maintains the Product Backlog**

- *[Level 2]* Responsible for overseeing the addition of user-stories to the product backlog.
- *[Level 2]* Facilitates a time at the beginning of each team meeting for the Scrum Master to review previous assignments and track status of each task.

### **Participates in Development**

- *[Level 2]* Accepts and completes assignments as committed to in team meetings.

## **Scrum Master**

Name: Boston Cartwright

### **Milestone/Sprint Planning**

- *[Level 2]* Coordinates the collection of user stories into product milestones/sprints
- *[Level 2]* Coordinates the collection of task estimates for each item in the next milestone

### **Scrum Meetings**

- *[Level 2]* Runs the scrum standup review at the start of each meeting.
- *[Level 2]* Commits team members to assignments by giving clear, quantifiable tasks during each team meeting that will be completed or reported on prior to the next team meeting.
- *[Level 3]* Ensures that the conflict resolution process (described below) is followed, should a dispute arise.

### **Participates in Development**

- *[Level 2]* Accepts and completes assignments as committed to in team meetings.

## Software Architect

Name: Sydney Lafferty

### Software Design

- *[Level 2]* Leads discussions about design and code organization, seeks input, concerns, and ideas of all team members, while retaining final decision making authority.

### Code Quality

- *[Level 3]* Ensures that style and code conventions are strictly adhered to, by checking newly committed code each week and notifying team members of any issues.
- *[Level 2]* Ensures that unit tests are written and effective.

### Participates in Development

- *[Level 2]* Accepts and completes assignments as committed to in team meetings.

## UX Designer

Name: Aaron Hartmann

### Graphics Design

- *[Level 2]* Leads discussions about material design and creates necessary resources.

### Graphic Quality

- *[Level 3]* Ensures that style and graphic conventions are strictly adhered to, by checking newly committed graphics each week and notifying team members of any issues.
- *[Level 2]* Ensures that unit tests are pretty and intuitive.

### Participates in Development

- *[Level 2]* Accepts and completes assignments as committed to in team meetings.

## TEAM EXPECTATIONS

In addition to role-specific responsibilities, all team members agree to the following:

- *[Level 2]* I commit to be on time to each meeting.
- *[Level 2]* I commit to dressing professionally for each meeting, which here means “business casual”
- *[Level 3]* I commit to attend each meeting. If circumstances arise that prevent me from attending, I will provide at least 24 hours notice.
- *[Level 1]* When one team member is speaking, the other team members will listen without interruption.
- *[Level 1]* No team member will name call or speak in a condescending tone to any other team member.
- *[Level 2]* Individually contribute at least 10 hours every week on the course

### **Additional Responsibilities and Infraction Levels:**

## CONFLICT RESOLUTION

Team members, as well as partnerships in general, have times where conflict exists. As conflict is not inherently evil (conflict is not synonymous with contention), we have agreed to resolve any issues or conflict by following the process below:

The first approach to address the conflict, is to discuss each option openly, identifying the strengths and weaknesses of the proposed ideas objectively. Often, this can result in some form of consensus or agreement among members.

If, however, after discussing the options, an agreement cannot be reached, we agree to resolve the issue with the following procedure:

If at any time a member has a disagreement with another member, and the disagreement becomes an unresolved issue that is not addressed within this Team Contract, a member can call for a match of Rock, Paper, Scissors. If such a match occurs, said match would include the

best of three rounds. All rounds will take place live or through an online video chat that has live audio and visual capabilities. The prevailing Rock, Paper, Scissors winner shall become the decision maker to resolve the disagreement that brought about the Rock, Paper, Scissors match resolution process. The losing member(s) of the match shall immediately submit to the winner of the match without complaint, backbiting, or negative verbal and/or non-verbal expressions.

## **ACCOUNTABILITY**

I will be accountable to myself, as well as to my Team Members and Instructor. If I, or another group member should fail to meet any term of this agreement, I agree to inform the Team Member, as well as entire Team during the next team meeting.

### **Accountability Measures**

Define the consequences for the various levels of infraction will include. Be creative, and specific.

Examples may include grade penalties, prizes, social humiliation. (Must be within the bounds set by the SVU code of honor), etc.

#### **Level 1:**

- Tie required to meetings.

#### **Level 2:**

- Must bring refreshments to the next meeting.

#### **Level 3:**

- Let the team decorate your laptop for 1 month.
- Let the team choose your iPad wallpaper for 1 month.

## **ADDITIONAL TERMS:**

Define any additional information that you would like agreed upon:

## SIGNATURES

Signature Team Member One

A stylized, cursive handwritten signature in black ink, featuring a long, sweeping horizontal line that extends to the right.

Signature Team Member Two

A handwritten signature in black ink that appears to read "Sydney Jaffar" in a cursive script.

Signature Team Member Three

A handwritten signature in black ink that appears to read "Will Davis" in a cursive script.

Signature Team Member Four

A handwritten signature in black ink that appears to read "Rosal" in a cursive script.



# De-Coding: DRESS CODES 101

Quick Guide To Dress Codes And What They Mean For Him & Her

*If your invitation says...*

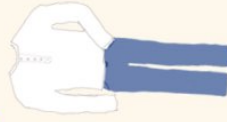
## CASUAL

**Casual is basically a non-dress code, and you can wear comfortable clothing.**

### FOR HIM:

Think Homer Simpson. Tee shirt, jeans and sneakers are appropriate. You may also opt to step it up a notch with khakis, cargos, a polo shirt or henley and still fit in just fine.

**Tip:** Avoid inflammatory or otherwise offensive graphic tees!



### FOR HER:

Pull out your favorite jeans! You can opt for a comfortable tee or dress things up a bit with a stylish top, jewelry or even a blazer. Depending on the nature of the event, your footwear can range safely from sneakers to heels to boots.

**Tip:** For outdoor events, sneakers are better as heels can sink into soft ground!



## BUSINESS CASUAL

**Business Casual is what many people would typically wear to work at the office.**

Wear a pair of nice khakis paired with a polo shirt or other collared shirt. Dress shoes or loafers are appropriate.

**Tip:** Avoid the wrinkles; iron your shirt and pants! Patterned collared shirts are a nice option for a less dressy feel than their solid counterparts.



## SMART CASUAL

**Smart Casual (or dressy casual) is basically a combination of casual, business casual, and business dress codes, where you can combine them into a "smart" ensemble.**

This is your opportunity to pair denim with a sport coat. Khakis, trousers, vests and ties are other great options to bring into the mix.

**Tip:** If opting for jeans, your denim should look somewhat dressy, fresh and sharp with no wear or holes.



It's safest to go with nice slacks or a skirt, though you could also wear a nice pair of dark jeans dressed up with a collared or otherwise dressy top. Throw on a blazer for an extra touch of class.

**Tip:** For Smart Casual, you should look sharp, stylish and neatly put together.

## BUSINESS/INFORMAL

**Informal attire may be a misnomer as it does call for a bit of formality (not to be confused with Casual attire). Business and Informal attire is more sophisticated than Smart Casual, often signaling the need for suits, ties and dresses.**



Wear a business suit with tie. You may also opt for nice slacks with a sports jacket and tie.



Wear a business suit or business style dress with heels (high or low).

**Tip:** For Business and Informal dress codes, stick to business colors: black, navy blue, gray or brown.

## SEMI-FORMAL

**Semi-formal attire is more fancy than business attire but just a notch below formal tuxedos and fancy gowns.**

Wear a dark suit with long tie.

**Tip:** The more formal the dress code, the less expression you are allowed in determining your attire options; this is particularly true for men.



This is the perfect time to break out that little black dress. Most women will wear a classy short evening dress, though you may also opt for dressy separates.

**Tip:** Ladies should avoid very short dresses and skirts that are shorter than 1 inch above the knee.

## FORMAL / BLACK TIE / BLACK TIE OPTIONAL

**Formal, Black Tie and Black Tie Optional events are among the most fancy of all dress codes, and you will likely be surrounded by a crowd full of tuxedos and floor-length gowns.**

Wear a tuxedo with all the frills (vest/cummerbund, cufflinks, etc). For Black Tie Optional, you may also opt to wear a black suit with white shirt and conservative tie.



**Tip:** A Black Tie dress code does not necessarily limit you to only "black" ties, but you may opt for a black tux with any matching tie/cummerbund color of your choosing.

You are safest wearing a long, floor-length evening dress. A very fancy dress that is not floor-length may also be appropriate.

**Tip:** Wear your hair in an elegant updo or partial updo, and put on fancy jewelry for this occasion.



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