

Team Contract

A Team Contract is a document prepared by each team as part of the project initiation phase. Team members should be held accountable and responsible for their own actions. Your team will develop their own "rules of engagement" through development of a Team Contract. This contract provides an opportunity for your team to specify preferred methods of communication, action plans, meeting schedules, goals, and consequences of actions (or inactions) of team members. This document is for your team so feel free to tailor it to your team's needs.

Delete all shown in italics for your own contract.

Project Team Name:

	Team Member Name	Discord	Email
1	Lewis	nebulous#4799	L.mann3999
2	Andrea	Bosurgi#7938	a.LaFauciDeLeo7652
3	Ben	Benja#0761	B.Miles9262
4	Aryan	aryxn#4277	A.Santy6483
5	Mabel	Mabel#2350	

A. Team Structure:

1. Leadership structure (*individual, individual with rotating leadership, shared*):

Shared

2. Decision-making policy (*by consensus? by majority vote?*):

Majority Vote

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

Andrea La Fauci De Leo

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

Discord calls during week, Lectures on Fridays

5. Usual method of communication (*e.g., e-mail, whatsapp, Discord, slack etc.*):

Discord

B. Team Procedures:

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?*):

Lewis will set agendas in weekly Friday meetings and we will each be individually responsible for following said agenda.

2. Method of record *keeping* (*Who will be responsible for recording and disseminating actions? How and when will the actions be disseminated? Where will all agendas and actions be stored?*):

Shared through GitHub Project page. We update the objectives accordingly. Usually, the people who are on the task will update the specific one they have already finished.

3. Procedures in the absence of a team member (*will the team meet with one member absent, or must all members be present?*):

Contact the team member through Discord and Email. If not response is received by email.

C. Team Participation:

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

Dividing the workload fairly. We divided the tasks into two parts. Front-end and Back-end. Each one of us has a strategy and a task to accomplish for each of these two parts.

7. Strategies for encouraging/including ideas from all team members (*team maintenance*):

Group discussion and brainstorming.

8. Strategies for keeping on task (*task maintenance*):

Having clear objectives helps to understand better the tasks and having a goal motivates everyone to achieve some results.

D. Personal Accountability:

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

We are a well sorted group, and we are actively participating in all the activities.

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

As a group we expect to meet the deadlines and the assignment's standards.

3. Expected level of communication with other team members:

We are engaging properly, and we expect to do so in the next coming weeks.

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

Is expected that everyone is committed to the team and to the decisions taken.

E. Consequences of breach of contract:

What procedures and penalties do you wish to implement in the case of team members who deviate from your Team Contract? You will be asked to complete Peer Assessment to formally communicate effort expended by individuals, but what will you do as issues emerge?

We would first contact the person directly. If our team member does not respond, we will get in touch with our tutor.

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	Andrea La Fauci De Leo		
Signature		Date	16/02/2022
Name	Lewis Mann		
Signature		Date	17/02/2022
Name	Mabel McDonald		
Signature		Date	
Name	Aryan Prince Santy		
Signature		Date	
Name	Benjamin Miles		

Signature		Date	

G. Acceptance of contract by tutor:

Name			
Signature		Date	