

Group 10 Team Contract

Name	Primary Contact Information
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1. Communication: What's the primary way of contacting each other remotely (text, email, etc.)?

Team members will be contacting each other primarily through Microsoft Teams and if the teammate can not be reached, they would be through WhatsApp.

2. Response time: How quickly do you expect group members to respond?

The groupmates should be responding within 6 hours.

3. Meetings: Which day and what place works best for everyone? If there is not a day or place, how do you decide when and where to meet?

We will be meeting every Mondays between 10-12pm for approximately 1 hour at the University of Calgary: Schulich Building.

4. Division of Labour: How will you ensure cooperation and equal/fair distribution of tasks?

Each team member will have a specific task that have to complete that will be discussed prior to the commencement of the assignment. To ensure cooperation we will have the percentage of contribution equal at the beginning of the assignment and if a team member does not complete their task their contribution will be lowered. And if the issue is ongoing, they will be reported the Teaching Assistant (TA).

5. Accountability: What are the team expectations regarding attendance, punctuality, participation, preparedness, task completion, deadlines, communication with the team, commitment, etc.?

We expect everyone to contribute equally, respects each other's ideas and time.

6. Decision-Making: How will you vote on key decisions (consensus, majority, secret vote, etc.)?

Decisions will be made via majority voting which will be conducted either in person or online

7. Conflict Resolution: What happens when team members violate one or more terms of the contract, or their work doesn't meet the team expectations?

A group meeting will be conducted at first to try to understand why this is occurring and try to resolve the problem. If the issue persists then their conduct will be reported the Teaching Assistant (TA) and the professor.