Appendix A: Team Contract Template

This is an informal contract to ensure that all team members have a common understanding of what is expected in terms of work standards, communication, division of work, and conflict resolution.

Team Members (Name & ID)

|  |  |  |
| --- | --- | --- |
|  | Name | Student ID |
| Member A: | Brayden Fournier | 6194481 |
| Member B: | Jayson Lartey | 2239058 |

Strength & Weaknesses

Within the context of this project, what are the strengths and weaknesses that each member brings to the team?

Member A:

**Strengths**: Cooperative team player, always open to constructive criticism. Ready to put in the work and time required to complete and excel at the project.

**Weaknesses**: I do struggle with procrastination so starting projects is always hard. Always overwhelmed.

Member B: Strengths: Cooperative, always open to new ideas, can bring different POVs to a problem.

Weaknesses: Punctuality, sticking to one idea

Definition of “good enough” for this project

What would the team collectively consider “good enough” of an achievement for the project?

 - “Good enough” Apologies Aref, but this isn’t in our vocabulary. Jayson and I are striving to achieve our absolute best on this project and are not willing to accept anything less than perfection.

*(One response for the whole team)*

Picked Topic:

Topic 1: Simple Vending App

Division of work

How will each member contribute to the project?

Member A: We aim to divide the work as evenly as possible, 50/50 give or take.

Member B: Unclear as of now since we haven’t started but we tend to work on every part together.

Frequency of communication

How often will the team be in touch and what tools will be used to communicate?

Every day! Discord

Response delays

What is a reasonable delay in replying to messages? Is it the same for weekdays and weekends?

1-3 hours

Receiving feedback

Each member must provide a sample sentence for how they would like to receive constructive feedback from their peers.

(If unsure, assume a hypothetical situation such as you have not completed your work in time or you have not replied to a message promptly).

Member A: Don’t beat around the bush, ex “Great work, however, I had something different planned, would you be open to something like this?”-provided example.

Member B: That’s a good way, but I would try to do it this way instead and see how it works.

In case of conflict

If a team member fails to communicate as described in this contract or does not respond to constructive feedback, what measures should the other teammate take?

 Advise the teacher, and continue trying to reach out via Mio, Teams, social media etc...

*(One response for the whole team)*