

Team Contract Template

Team Name: Impacters

These are the terms of group conduct and cooperation that we agree on as a team.

Roles: We agree to....

For example, who will set meeting agendas, who will take notes during meetings, who will be responsible for storing physical artifacts? What other roles might make your team run smoothly?

We will both take notes in the shared google doc drive. We will assign roles accordingly after we meet with Dr. Windsor

Meetings: We agree to...

Who? When? Where? How often?

We plan to meet Dr. Windsor Monday mornings on Zoom at 8am. If one of us can't come, we will meet individually with Dr. Windsor, either on Monday or another day, and get back with our teammate to update them.

Me and Kita will meet after class on Thursday in the FIT building, for as long as we need

We will use Discord for check-ins, and look at the changed on our shared Github

Communication: We agree to....

Will you use text, email, GroupMe, Slack, something else? How often should team members check this channel of communication? How soon do team members expect a reply?

Email and Discord. We agreed that we would work on the project mainly on Wednesdays and Fridays, and not on Saturdays.

Conduct: We agree to...

What behaviors do you desire in a team mate? What would an excellent team mate do? Some ideas include share work fairly, be on time, meet deadlines, help others...

Attend weekly meetings, equally share work, deliver on time

Conflict: We agree to...

What will you do when there is disagreement on the team? How will your team make decisions? Unanimous vote? Majority rules? The team leader decides?

Me and Kita will discuss conflicts and come to a compromise should they arise

Consequences: We agree to...

What will happen if someone doesn't follow this team contract? Be specific and clear. This should be determined by your team, not by the instructor.

If one of us falls behind, we will take on more work, of the other's choosing, the next week to make up for it.

Team Member's Name	Team Member's Signature
Eric Myers	Eric Myers
Daophachone Praseuth	Daophachone Praseuth