

Capstone Team 5 Contract

Team Vision and Goal:

We strive to function as a team that is respectful, collaborative, and committed to working together to bring out the best in every member. We value the differences in experience and perspective within the group, and our goal is to foster an environment where every individual feels respected, valued, and encouraged to contribute freely.

In terms of learning and growth, we are committed to continuous improvement. Throughout the project lifecycle, we aim to further develop our technical, communication, and teamwork skills. By supporting one another and adapting to challenges, we will strengthen both our individual and collective abilities.

For project outcomes, we aim to deliver a professional, high-quality product that meets all outlined requirements. We will prioritize an effective process by thoroughly documenting our work, maintaining organized version control, and consistently refactoring and reviewing the codebase to ensure reliability and maintainability.

Meetings:

1. **Punctuality and Attendance:** All members are expected to attend scheduled meetings. If a member is unable to attend at the designated time, they must communicate the reason in advance and take responsibility for reviewing any relevant updates, decisions, or action items discussed during the meeting.
2. **Preparedness:** When meeting topics are shared in advance, members are expected to come prepared and be up to date on relevant project progress and materials related to the discussion.
3. **Engagement:** All members are expected to actively participate by contributing to discussions, listening attentively, asking clarifying questions when needed and respectfully sharing options on issues and decisions.
4. **Note Taking:** Formal minutes are not routinely recorded. However when decisions are made or tasks are assigned, a concise summary will be posted and pinned in the group chat to ensure clarity and understanding.

Communication and Collaboration:

1. **Frequency:** Communication is expected to take place at minimum weekly during each sprint. When called upon with a question it is expected that you answer as quickly as you can to provide members with enough time to make decisions.
2. **Communication Behavior:** It is expected that the behavior while communicating is professional and polite. Talking too much and taking over a discussion is not

supported, as is talking too little and not sharing opinions or answering questions when called upon.

3. **Channels for Discussion:** The primary channel for discussion is Discord as well as comments on GitHub. Other secondary channels that could potentially be used would be Canvas and email.
4. **Collaboration Process:** It is expected that all members actively engage with the work of other members and would not reject another member's work without well explained professional reasoning. The work being done in the current sprint should always directly reflect the discussed goals for that sprint or upcoming milestone, any other work is not productive for the team at the time. If any member is unsure about overlapping work, that member needs to reach out and communicate with other members to either be assigned a new task or to build off each other's work in a productive manner. Competing with the team as opposed to working alongside them is not supported by the team and is unproductive to the goals of the team.

Distribution and Delivery of Work:

1. **Clearly defined task ownership and assignment:** Each task, feature, bug fix, documentation, etc. is allocated to a particular member. Choose a principal owner and, if necessary, secondary contributors for any tasks that call for teamwork.
2. **Establish deadlines and milestones:** Give each task a specific due date or milestone. Unless the team decides on a different timeline, all work should be committed by then.
3. **Review prior to integration:** Before a job is merged into the main branch or deemed final, it is reviewed or tested by another team member once it is tagged "done." This guarantees quality and avoids problems with integration.
4. **Accountability and backup plan:** Remaining work may be divided among team members with consent and proof of the change if an individual is unable to fulfill a deadline or produce as expected and failed to notify the team beforehand.

Commitment to Avoid Inappropriate Behavior:

All members commit to maintaining a respectful and professional environment. The following behaviors are considered inappropriate and unacceptable:

- Harassment, discrimination, or disrespectful communication
- Ignoring team agreements or consistently failing to communicate
- Deliberately undermining teammates or the project
- Any form of dishonesty or academic misconduct

We commit to addressing issues constructively and maintaining a safe, inclusive environment throughout the project.

Resolution Strategy:

1. When Something Goes Wrong the First Time

- a. **Documentation:** The issue will be documented in a shared private space (e.g., a pinned Discord message or a shared document).
- b. **Recorder:** The team lead for the sprint, or another mutually agreed-upon member, will document the issue.
- c. **Expected Change:** The team will clearly communicate the behavior change required and the timeframe for improvement.

2. When Something Goes Wrong Repeatedly

- a. **Documentation:** A second record will be created, summarizing the repeated issue and previous attempts to resolve it
- b. **Recorder:** The sprint lead (or another designated team member) will document it.
- c. **Expected Change:** The team will reiterate expectations and set a firm deadline for improvement.
- d. **Escalation:** If the issue continues after multiple attempts at resolution, or if the behavior seriously impacts team performance, the team will consider invoking the firing clause in accordance with course policy.

Signatures:

By signing below, each member agrees to uphold the expectations and responsibilities outlined in this contract.

Member 1:  Sparsh Khanna

Member 2:  Ronit Buti

Member 3:  Ribhav Sharma

Member 4:  Ojus Sharma

Member 5: _____ Ethan Methorst _____

Member 6: Christopher Hill

Date: 7 December 2025