Team Contract Date: February 26 Team Number: N/A???

**Expectations from Team Members** *(e.g., Attend all meetings – Bring donuts after missing a meeting, Complete project task as promised – Kicked out of team if not completed 3 times, Be open to contributions and ideas from all team members, etc.)*

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| **Expectation** | **Consequence if expectation not met** |
| **We’ll meet as a team every week at:   Monday for 1 hrs and at:   Friday for 4 hrs** | **For missing 1 or 2 meetings, the person who does not make the meetings will be expected to talk first and start off the meeting. For missing more than a few meetings, this groupmate will be expected to find a time that works for the other person to make up for missed meetings and is expected to accommodate as best they can.** *(Two team meetings a week is recommended. Your team may choose more or less. Consequences for missing a few team meetings should be less severe than missing many team meetings.)* |
| **Be on time and prepared for team meetings.** *(Both in and out of class time)* | **For every minute a team member misses, the meeting will last an extra two minutes. For class, teammates who do not come prepared will not receive the help of the other for tophat questions.** |
| **Follow through on commitments made to the team.**  *(Commitments such as completing functionality for the project, preparing slides for the team presentation, coming to a team meeting, writing a section of the design document, etc.)* | **Every missed commitment will result in a strike. A three strikes the groupmate will be kicked out of the group and will not be allowed to use any materials done by the other groupmate.** |
| **Contribute to the team voluntarily.**  *(These contributions may be ideas, questions, code, organizing meetings, managing code repository, creating charts for the report, etc.)* | **Will be forced to participate in team meetings and the meeting will not move forward until they do.** |
| **Welcome and invite contributions by other team members.** | **The team member will have to sit through a lecture about team dynamics. They will be confronted by the other team member.**  *(How will you deal with a team member that consistently dismisses/discourages ideas from other team members or a single team member? It may be helpful to assign a single team member that manages discussions.)* |
| **Make sure your current code compiles and meets the requirement locally before committing changes to the online repository** | **A groupmate who does not do this will be expected to fix any errors that it causes. The commit will be removed if it causes error and new working code will be expected to replace it. If the mistake cannot be reversed, they will have to take their own time to restore the code to its previously working condition.**  *(It should be saved to check out changes committed by others without it breaking the code that we are working on. It can be very time consuming to fix errors committed by other team members. A possible consequence can be that a commit is removed.)* |
| **Each team member will talk for**  **at least 20 minutes and   at most 40 minutes**  **during a 1 hour meeting.** | **Talking for longer or shorter then this will be met with corrective measures from the other member. Too little talking and the member will not continue meeting until you provide input, too much and the other member will stop you.**  *(Some team members have a tendency to dominate discussions and others hesitate to contribute. Set some guidelines on what is expected and how you, respectfully, will make team members aware that they need to contribute more/less.)* |
| **Respect each other, be sensitive to what your partner needs and be there to support the other.** | **You will be expected to apologize for the other and ask them what can be done to remedy the situation. The partners will then take some time to rebuild their relationship.** |

If you’ve read and agreed with this contract, add you name here:

Thanh Hien Nguyen-Mai \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lauren Mayes  
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