Team Contract

Date: <u>September 24, 2022</u>

Team Number: <u>54</u>

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.)*

Expectation	Consequence if expectation not met
We'll meet as a team every week at: Mondays 12:00PM <u>(in person)</u> **for** <u>1</u> **hrs and at:** Friday - Sunday <u>(Zoom)</u> **for** <u>1</u> **hrs**	• If you can't make the meeting, let the other team members know via discord • If it continues happening, discuss with the T.A. *(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)*	Expectation: • Complete your task at specified time • Show up to meetings on time • If you can't make it, send a message in discord notifying team Consequence if expectation not met: • If an expectation is broken the fist time, discuss with teammates why expectation was not met. • If any of the previous expectations are broken on an ongoing basis discuss with T.A. for further actions.
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.)*	Expectation: • Complete your task at specified time • Show up to meetings on time • If you can't make it, send a message in discord notifying team Consequence if expectation not met: • If an expectation is broken the fist time, discuss with teammates why expectation was not met. • If any of the previous expectations are broken on an ongoing basis discuss with T.A. for further actions.
Contribute to the team voluntarily. *(These contributions may be ideas, questions, code, organizing meetings, managing code repository, creating charts for the report, etc.)*	• If you don't think you can meet a deadline, notify the team a week before the deadline • If you are having problems with any project requirements, notify the team as soon as possible to discuss any gaps in knowledge/skills.
Welcome and invite contributions by other team members.	• At the start of in person meetings, each person will get at least 5 minutes to update the team about their role in the project. *(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.)*

Before checking in a code change to the team repository, we will ensure the code compiles when included in the entire code base and that the code meets requirements.	• Use Github for project control • Each team member should comment changes to code on Github when committing code • Specify each team member's role at weekly meetings • If code is not up to expectations, discuss on discord *(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 __5__ minutes and** **at most __20__ minutes** **during a 1 hour meeting.**	• Ask team member why they didn't share, if they had something to share then encourage them, if not, ask them to come more prepared for the next meeting *(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.)*
(Think of any other team behaviours that hindered or helped the team performance and formalize this here.)	• Update team on discord based on your progress • If a team member is not meeting their workload, discuss it with them. If it becomes an ongoing issue, discuss it with the T.A. • All team members discuss and agree upon the conceptual design of the ER Diagram. • Team distribution of work will be on a case by case basis.

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

_____   Mikhail Singh

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