**Team Contract**

Step 1: Discuss.

*What would we have to actively do to make this team project suck?*

* *Disrespecting each other*
* *Spend too much time on configuration decisions (stick with the idea)*
* *Not showing up on agreed upon meetings*
* *Being hard to reach*
* *Not meeting agreed upon deadlines*
* *Procrastinating till the last minute to do tasks*

*Therefore, what do we agree to actively do to make this a fun and fruitful team?*

*Note: do not just say “we won’t do the things listed above”*

* *Work and expect others to work at reasonable hours*
* *Communicate effectively between each other*
* *Be organized and have clear documentation*
* *Make decisions as a group (Allow everyone to have a say/voice their opinion)*
* *Make sure that you work together in a friendly environment*

Step 2. Decide. These are the terms of group conduct and cooperation that we agree on as a team.

**Team Name: Daron and Sons WebDev Co.**

**Team Meetings**:

Tuesday and Thursday Meetings in person from 4:10 PM - 5:10 PM

Other meetings including those with our client should be arranged ahead of time and we should take into account everyone’s schedules so that as many people can attend these meetings as possible.

**Communication**:

Although our meetings will be in-person, Discord will be our main form of communication and we agree to post a progress check on current tasks at least once a week or as needed. We also agree to check discord throughout the day so that we can keep ourselves updated on how things related to the project are going.

**Team Manager**: We agree to....

*Project manager: Daron Adams*

* Responsible for the main direction of how the project should go for each sprint
* Responsible for assigning work during each sprint

Conflict mediator: Chase Rumfelt

* Responsible for solving conflicts within the group should any occur

Technical Documentation Writer: Alex Iliev

* Responsible for making sure that all documentation is in order and is organized.
* Responsible for submitting Documentation to Github for each sprint

Frontend Lead: Daron Adams

* Responsible for working on frontend components
* Responsible for overall frontend design

DevOps Lead: Daron Adams

* Responsible for app maintenance, security, and management.

Backend/Database Lead: Ken Schnarrs

* Responsible for working on backend components as well as making the database

QA Lead: Ken Schnarrs

* Responsible for making sure the project is of the highest quality for the customer

Frontend Assignee: Chase Rumfelt

* Responsible for working with and assisting Daron on frontend work.

Backend Assignee: Alex Iliev

* Responsible for working with and assisting Ken on backend work.

Sponsor Contact Point: Chase Rumfelt

* Responsible for getting in contact with the customer when we have questions or want to set up meetings

Deadline Enforcer: Alex Iliev

* Responsible for reminding everyone else of deadlines that are approaching and making sure everything is submitted.

SlideShow Enthusiast/Spokesperson - Chase Rumfelt

* Responsible for making the slideshows for demo days.
* Main talker during the demo day.

**Conflict**:

While we cannot predict the specific disputes that may arise in the future, it is certain that one of the challenges we will face in this project pertains to determining its direction and defining its features. If conflicts or disagreements were to arise about something such as the direction in which our project should go or things we should include in a particular sprint we can handle them by simply talking to each other and hearing each other out.

When it comes to making decisions we will vote as a group after everyone has gotten a chance to voice their opinions about something.

Additionally, if any serious conflict were to arise then Chase will mediate it.

**Consequences:** We agree to…

In the event that someone does not inform the group that they will be absent from the group meeting on Tuesday/Thursday then a 5% deduction will be applied to that person for that particular sprint.

In the event that someone is running late to a meeting as long as you tell everyone else/let everyone else in the group know beforehand it is okay but if you do not then you need to get everyone a free coffee for the next meeting. If you are 30 minutes late to the meeting you also will need to bring a free coffee for everyone else for the next meeting. (THIS CAN STACK!!)

In the event that someone does not complete at least 50% of their work during a given sprint then they will take a 15% deduction for their grade of the sprint demo for a first offense. If this was to happen again then a request will be made to remove this person from the team.

Additionally, for anything not specified here (something that makes the project experience bad for everyone else) then Chase will be the judge, jury, and executioner. If there is a very serious offense then Chase will excommunicate this person from the StackUnderflow group and commit seppuku.

| Team Member’s Name | Team Member’s Signature |
| --- | --- |
| Daron Adams | Daron Adams (Signed) |
| Ken Schnarrs |  |
| Alex Iliev | Alex Iliev |
| Chase Rumfelt | Chase Rumfelt |
|  |  |