Team Contract

The Regulars

*Evan Reinheimer, Andrew Evans, Jenna Guffy*

**Team Goals**

The goal of the team is the completion of the assigned project in an efficient manner while maintaining a stress free and positive environment to enhance and harbor creative processes and workflow.

**Team Meeting Schedule and Procedure**

Each member will be required to check-in and explain any progress made on Monday and Friday afternoons, through Microsoft Teams messaging. If a synchronous meeting through messages is required, it should be set up on agreed upon on Monday and held at an agreed upon time within the week. Members should also periodically checkTeams throughout the week. Anytime a commit is made to the Git, a short message should be sent in teams in addition to the message included with the commit. If a member completes a section, then they should inform the other members through Teams. If a member needs other member’s attention as soon as possible, then a message should be sent within Teams and an e-mail through outlook. A synchronous meeting should also be agreed upon when nearing due dates or an agreed upon milestone.

**Platforms to be Used**

* Microsoft Teams – Regular communication between members, sharing of any Microsoft Office files.
* Github – Sharing of project files.
* Outlook Email – Emergency communication.

**Expectations and Meeting Policy**

Members are expected to:

1. Check-in on Monday and Friday afternoons through Microsoft Teams.
2. Regularly check Microsoft Teams throughout the week.
   1. Do not ignore Teams messages for the entire week and then ask for a recap. Each individual is responsible for reading the entirety of the Teams discussions.
3. Keep up to date with any changes made within the shared Git.
4. Regularly check Outlook email for any communications.
5. Listen and respond to the communication of other members.
   1. Queries directed towards a specific individual must be responded to within 24 hours if via email and 48 hours if via teams.
   2. All emails between group members should include all group members so that everyone has access to the same information.
6. Respect other members.
7. Any conflicts that arise through any form of communication, that can not be easily resolved, should be handled by a synchronous meeting of all members through Teams.
8. If a majority of members agree with a certain course of action, then it should be taken, and the dissenting member must accept the decision.

After every Monday and Friday check-in, and after any synchronous meeting, an agreed upon member should create a small recap of what was discussed, what was completed, and any decisions that were decided. The member responsible for drafting the recap will rotate without exemption of any team member. The notes will be added to a cumulative document throughout the project.

**Process for Dealing with Member Not Meeting Standards**

In the case of an issue with a member, the following process must be taken, in order:

1. The issue must be brought up to the member, for which they will have to explain why it occurred.
2. If the issue continues to occur, or additional issues come up, then a synchronous meeting must take place. A discussion should be held. If there are appropriate excuses to why this is occurring, then a solution to help alleviate the issue should be formulated
3. If this continues, or if the member refuses to explain themselves, or if the issue involves them not taking part with the project, then a final warning will be sent through email. This should only be done as a last resort.
4. If all else fails, and all other members agree, then the member will be fired from the project.

Signatures:

x Evan Reinheimer

X Jenna Guffy

X Andrew Evans