February 6th, 2025

Team Contract

We the undersigned, having drafted and agreed to the terms below do hereby agree to the following:

Section 1: *Roles, Responsibilities, and Expectations*

BE IT RESOLVED that the following roles will expect the following expectations:

*(1). PROJECT MANAGER —* manages ClickUp, knows the responsibilities of others, follows up with other members when necessary, and turns in all assignments on Moodle.

*(2). NOTE TAKER* — takes notes during meetings and provides minutes shortly thereafter.

Section 2: *Assignment of Specific Roles*

BE IT RESOLVED that the role of *PROJECT MANAGER* and responsibilities therein will be vested in Jackson Eshbaugh. FURTHERMORE, the role of *NOTE TAKER* and the responsibilities therein will be shared amongst the members of the group.

Section 3: *Communication & Collaboration*

BE IT RESOLVED that the iMessage group chat “Anan” (name can be changed dynamically) will be the primary method of communication for the group. FURTHERMORE, there will be a recurring weekly meeting scheduled on Saturday at 4.15 PM with the duration of 1 hour and 45 minutes where the evaluation of both collective and individual progress and the next steps on the project are discussed, and notes are distributed shortly thereafter by the *NOTE TAKER*. During the in-class time, the group will work on both individual and group goals for the week and can dynamically evaluate the objectives of the week depending on the status of the progress and encountered obstacles if there happens to be any.

Section 4: *Goals*

BE IT RESOLVED that we recognize the following team and personal goals and objectives as paramount, and will work together to accomplish them by the end of the semester:

*(1). The client satisfaction with excellent work* — All the members of the group are willing to put in extra work and additional creativity to make this accomplishment a reality.

*(2). To improve project management and team collaboration skills*

*(3). To manage team conflict and synthesizing from the difference of ideas effectively*

Section 5: *Decision-Making*

BE IT RESOLVED that in order to move forward with a decision, all team members must agree on said decision after a thorough discussion. FURTHERMORE, all members are expected to give as much effort to the common goal as they would their own.

Section 6: *Work Habits*

BE IT RESOLVED that the team will have dynamic internal deadlines that are flexible and can be discussed. By flexible we mean that, in general, deadlines can be advanced, not postponed. These will be set and can be modified by a decision (as delineated in Section 5).

FURTHERMORE, while equal effort is expected, the time spent by each team member for each week can naturally vary depending on the objectives and deadlines of the week. Members who take on additional work do so voluntarily, and adjustments in responsibilities will be discussed in meetings to maintain balance over time.

FURTHERMORE, individual assignments and collective goals of the week will be decided by the group at group meetings (per Section 4).

Section 7: *Amending this Contract*

BE IT RESOLVED that amendments to this document will be decided by vote (as delineated in Section 4) and appended to the document below Section 7.

*Signatures*

Signing this document means that the person signing it agrees with all the clauses shared in this document and knows that in case of a grave lack of contribution to the collective work, they will be reported to the instructor/the stakeholder Prof. Smith. Minor absences and a slight lack of contribution at some points can be ignored as long as the person makes up for it at a later date as described in Section 6.

We the undersigned, having agreed on the above terms, do hereby agree to abide by the contents of this document throughout the course of the semester.

*Efe CIVISOKEN*

Tuna AKIN



Eliso Morazara