**CS297 G**

**Winter 2016**

**TEAM CONTRACT**

**Team Members:**

1) Aaron Scoble

2) Kate Sullivan

3) Caleb Frasier

4) Conner Lindsley

1. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

Slack, Cell, Email, Google docs, face-to-face communication.

Listed from distant, to in person forms of communication.

1. List the contact information you will be using:

Aaron: scobleaa20@gmail.com, 541-844-6871

Kate: sullivank@my.lanecc.edu, 541-914-5939

Caleb: justcaleb97@gmail.com 541-606-2504

Conner Lindsley: [connerlindsley@gmail.com](mailto:connerlindsley@gmail.com) 541-954-8530

1. How will you make decision (by consensus? by majority vote? What happens when someone disagrees strongly?):

Either consensus or majority vote. Artists take art direction and Same with programmers. Strong disagreements will be discussed. Work arounds will be found.

No bully.

1. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

Trello or Google docs. Will decide.

Either Caleb or Conner will be in charge of the agenda.

Designated time at end of meetings for more conversational that isn’t related to assignments. Reviews at each meeting of accomplished tasks and newly assigned tasks.

1. Method of **record keeping** (Who will be responsible for recording & disseminating meeting records? How will such record be kept/accessed?):

Google Doc, when comp available. Each meeting will be volunteer basis, with no repeated person.

1. Method of asset maintenance? How will your group store and update project assets (models, code, etc)? How will your group make sure that all members have access to up-to-date resources, and who will be responsible for this process?

Unity Cloud, Google drive,(more art based) Git for programming.

We will all be responsible to communicate when we are pulling and pushing assets.

**Work Quality**

* 1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):

Good stuff.

* 1. **Strategies** to fulfill these standards:

Hold each other and ourselves accountable. Communication is key, so consistent communication.

**Team Participation**

1. Strategies to ensure cooperation and equal distribution of tasks:

Use of Trello/google docs to assess the equality of task completion/distribution. Communication. If a task is deemed too difficult or time consuming for one member, requests for assistance will be encouraged.

1. Strategies for encouraging/including ideas from all team members (team maintenance):

More open floor communication, brain storming. Use of documentation for such activities.

Asking questions of one another/ including each other.

1. Strategies for keeping on task (task maintenance):

Reminders for upcoming due dates, and assignment deadlines. One member will be assigned for communicating deadlines.

1. Preferences for leadership (informal, formal, individual, shared):

Informal shared leadership in both programming and art departments. Communication between department heads.

**Personal Accountability**

1. Expected individual attendance and participation:

Attendance will be encouraged, and should absence occur looking at google doc recording of the meeting will be required to keep team up to date.

If one fails, we all do.

1. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

Team deadlines are expected to completed, however in situations of delay, communication will be needed to keep on track.

1. Expected level of communication with other team members:

As mentioned previously about 100 times, communication is key to completion of this project.

1. Expected level of commitment to team decisions and tasks.

The team should be completely committed to the decisions made at the end of meetings and tasks assigned. Through communicating, we should all be on the same page.

Team members should feel as though they are contributing.

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

Communicate how it will impact the project and set new goals and assignments. Task assignments will be lessened in importance for a period until otherwise proven worthy.

1. Describe what your team will do **if the infractions continue**:

Communication with instructor if problems persist. Responsibilities will be lessened even further, or if deemed necessary, frozen until further notice.

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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will face the consequences as stated in this contract.*

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