Appendix A: Team Contract Template

This is an informal contract to ensure that all team members have a common understanding of what is expected in terms of work standards, communication, division or work, and conflict resolution.

Team Members (Name & ID)

|  |  |  |
| --- | --- | --- |
|  | Name | Student ID |
| Member A: | Andrew Gopez | 2265623 |
| Member B: | Eric Stoian | 2249612 |

Strength & Weaknesses

Within the context of this project, what are the strengths and weaknesses that each member brings to the team?

**Member A:**

Strengths:

* Being helpful
* Being resourceful
* Communication skills
* Resilience

Weaknesses:

* Being too perfect (I spend too much time on tasks to make sure everything is perfect)

**Member B:**

Strengths:

* Persistent
* Good communicator

Weaknesses:

* Lack of testing what I finish to make sure it works

Definition of “good enough” for this project

What would the team collectively consider “good enough” of an achievement for the project?

*(One response for the whole team)*

**Answer:** For our team, doing well in the project means finishing tasks on time, sharing project work fairly, and keeping the team happy and proud. We focus on both completing goals. Success is about feeling satisfied and proud of what we achieve together.

Picked Topic

 Topic 1 (Vending Machine App)

Division of work

How will each member contribute to the project?

**Member A:** As someone who pays close attention to details, I will carefully check every part of a task. I focus on being precise by looking at specific elements, like making sure the data is accurate, the formatting is consistent, and we follow the project guidelines. This ensures our work is thorough, meeting high-quality standards before moving on to the next step.

**Member B:**For me, I’ll be doing the main markdown page, not focusing so much on details but more on functionality and getting it to work.

Frequency of communication

How often will the team be in touch and what tools will be used to communicate?

Response delays

What is a reasonable delay to reply to messages? Is it the same for weekdays and weekends?

**Answer:** We will try to communicate with each other every day, using Discord and possibly Teams. So far, the response delay has been a maximum of 10-15 minutes, and it has been the same for both weekdays and weekends.

Receiving feedback

Each member must provide a sample sentence for how they would like to receive constructive feedback from their peers.

(If unsure, assume a hypothetical situation such as you have not completed your work in time or you have not replied to a message in a timely manner).

**Member A:** For me, I would like to receive feedback in a supportive manner. For example, if there is an area for me to improve on, I would appreciate it being communicated in a kind and encouraging way, highlighting both what I did well and offering gentle suggestions for enhancement.

**Member B**: I’d like to receive feedback without it being sugar coated. I want to know what I have to fix and how to do it. If I did a bad job, tell me it’s bad, if I did well, tell me it’s good. Don’t try to make things sound good for the sake of my feelings.

In case of conflict

If a team member fails to communicate as described in this contract or does not respond to constructive feedback, what measures should the other teammate take?

**Answer:** If a team member is not communicating with their teammate or responding to feedback, I feel that the team member should communicate with their partner, right away, for them to resolve the problem. If that does not solve the problem, I feel that they should inform the teacher, right away.

*(One response for the whole team)*