

TEAM CONTRACT

High Level 2, GAM1528, Section # 2

Team # TeamTeam

Team TeamTeam Team Members:

- 1) Travis Britton
- 2) _____ Ash Nassef _____
- 3) Dayton Heywood
- 4) Valerie Aubut-McWhirter
- 5) Raffaele Gambuto

Team Procedures

1. Day, time, and place for regular **team meetings**:
Monday 1pm-2pm
Thursday 1:30pm-4:30pm
2. Preferred method of **communication**:
Discord, Email and HacknPlan
3. **Decision-making policy**:
Majority vote
4. Method for setting and following meeting **agendas**:
Group decides during a meeting what needs to be done.
Val takes the minutes and Ash puts tasks into HacknPlan for the group.
Come the next meeting work done and not done will be discussed and handled.
5. Method of **record keeping**:
Val takes minutes with a special pen from Travis. Travis shares the notes as a pdf to the group through email.

Team Expectations

Work Quality

1. **Project standards:**
The best we can do
gud
2. **Strategies to fulfill these standards:**
Appropriate conduct and communication. Proper time management will be used.
Git gud

Personal Accountability

1. **Expected individual attendance, punctuality, and participation at all team meetings:**
Expected attendance unless a valid excuse is given.
2. **Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:**
Meet them. If you cannot or feel worried contact the team lead to get work properly divided or for assistance. Must be able to show that a reasonable amount of work has been done.
3. **Expected level of communication with other team members:**
Updates on all work done, issues and successes.
4. **Expected level of commitment to team decisions and tasks.**
Maximum

Consequences for Failing to Follow Procedures and Fulfill Expectations

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

They will be documented and steps will be taken to ensure there is no repeat.

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

Professor will be contacted.

- a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*
b) *I understand that I am obligated to abide by these terms and conditions.*
c) *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

- 1) LBW date 17/01/2019
2) Vander A. McVitt date 17/01/19
3) Mike Miller date 17/01/19
4) Darfon Heywood date 17/01/19
5) Ah Nasser date 17/01/19