# **Team Contract**

## **Capybaras**

**Team Crest**



## **Goals**

Grade we hope to achieve: A 4.0 GPA

Skills we aim to gain through the process:

1. Teamwork
2. Work Habit
3. Project Management
4. Adobe XD Experience

## **Specialists**

Yang Ming – Analyst: analysis of problems and solutions. Supporter

Joshua Soke – Creative thinker: Generates the ideas, Supporter: Sees the good in others’ ideas

Trung Hieu Tran– Detail person, Black hat wearer

Buola Achor – Creative Thinker, Stayer

Joel Rietveld –Opposer, Strategist: Possesses long-term vision and detached view

//**At least one team member must oversee scheduling/managing deadlines: the most important role in a virtual group.**

// Jobs from the LinkedIn Learning course, identified through preparation activity

// Note: All members will engage in all parts of the project, but it is good to identify who the experts may be.

## **Communication**

Main mode of communication: Teams

Secondary mode of communication: Discord

Required time to reply: (2-3 Days except for weekends)

## **Meeting Times**

Meeting time #1: Thursday 9:30 -10:30 am

Meeting Time #2: Friday 9:30 - 10:30am

//You **must** schedule a minimum of two times for your group to meet per week. **One of these must be scheduled outside of class time**. You may not use it, but co-ordinate a time now so that you won’t have to deal with scheduling problems in the future. Be specific; Tell me what time, day, and where (Teams, Discord, etc.)

## **Conduct**

// What are the expectations from all team members? Punctuality? Attendance? Respect? Participation? Etc.

-Expected that all members show up during specified meeting times.

-If current team contract conflicts with a member's personal life, that member is expected to respond to the group in which a meeting will be held.

-Members are expected to show respect towards all peers.

-Each member is expected to contribute around the same amount of work.

-Members are also expected to abide by all rules and be held accountable for their actions.

// How do you expect members to communicate with each other when something doesn’t work for them? If you aren’t telling someone that something isn’t working, they can’t fix it. (And your instructor won’t be the first person to bring up issues to a team member.)

* Respect must be maintained while both parties share their point of views. Another member can oversee the dispute, if there is one, and can help guide them to a reasonable resolution that works for all parties involved.
* Constructive criticism is encouraged if its purpose is not to attack other members of the group. This way smaller problems that are only spotted from another perspective can be resolved and dialed in.

**Accountability**

### **First Offence**

Offenders will be messaged on the Teams group, explaining what he has done wrong. After that we will schedule a meeting to discuss potential ways of preventing problems in the future. Includes scheduling more flexible meetings, shuffling workload, etc. The **consequences** for each offense will be discussed as a group and assessed according to the seriousness of that offence.

### **Second Offence**

A second meeting will be held in which the group member responsible will be warned. This meeting will discuss the severity of the offenses and create punishments sufficient for the third offense. This punishment could things such as 0% on the assignments or low score on the peer evaluation.

### **Third Offence**

If a member creates three offenses the punishment decided during the second offense meeting will be enacted and Teo will be called to discuss further actions in one last meeting.

## **Agreement**

We all agree to follow this team contract through the CMPS 253 project and are all responsible for enforcing the rules outlined above.

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| **Names** |
| Joshua Soke |
| Yang Ming |
| Trung Hieu Train  Joel Rietveld |
| Buola Achor |