The Just-in-Case Something Goes Amiss
Working Practices Contract INFO20172

Please negotiate, sign, and submit a word version to the SLATE dropbox. Select a company name for your group.

The integrity of submitted work is the responsibility of all group members.

Please note that if cheating is discovered in a group assignment each member will be charged with a cheating offense regardless of their involvement in the offense. Each member will receive the appropriate sanction based on their individual academic honesty history.

Please ensure that you understand the importance of academic honesty. Twenty-five per cent of the course grade comes from group work for the term project. Each member of the group is responsible to ensure the academic integrity of the submitted work, not just their own part.

For further information, read Academic Honesty Policy on AccessSheridan or visit the faculty office B204 and speak with the Program Support Specialist.

Team Member Names (Please Print)	Signatures	Student ID
Project Leader: Suresh Sharma	Suresh Sharma	991657093
Eric Hanoun	Eric Hanoun	991604897
Kyle Galway	Kyle Galway	991418738
Marshall Christie	Marshall Christie	991169737

By signing this contract we acknowledge having read the Sheridan Academic Honesty Policy as per the link below.

https://policy.sheridanc.on.ca/dotNet/documents/?docid=917&mode=view

Group Name Required: Purple Cobras

Responsibilities of the Project Leader include:

- Assigning tasks to other team members, including self, in a fair and equitable manner.
- Ensuring work is completed with accuracy, completeness and timeliness.
- Ensuring the project ebinder/efolder is organized with task breakdowns, timeframes given, work assigned to various members, work completed, level of completion, outstanding work.
- Planning for task completion to ensure timelines are met
- Any other duties as deemed necessary for project completion

What we will do if . . .

Scenario	Accepted Y/N + initial	We agree to do the following
Team member does not deliver component on time due to severe illness or extreme personal problem	*Y + EH* *MC, Y* SS + y *KG* + y	a) Team absorbs workload temporarily __ b) Team seeks advice from professor __ c) Team shifts target date if possible _X_ d) Other:
Team member cannot deliver component on time due to lack of ability	*Y + EH* SS + y *KG + why* *MC, Y*	a) Team reassigns component __ b) Team helps member __ c) Team member must ask professor for reference material __ d) Other: X Team meeting to discuss how best to proceed with work allocation/responsibilities
Team member does not deliver component on time due to lack of effort	*Y + EH* KG + WHIe *MC, Y* SS + Y	a) Team absorbs workload __ b) Team "fires" team member by not permitting his/her name on submission _X_ c) Other:

Scenario	Accepted Y/N + initial	We agree to do the following
Team member does not attend team meeting	SS + Y *Y + EH* *MC, Y* KG + y	a) Team proceeds without him/her and will assign work to the absent member _X_ b) Team doesn't proceed and records team member's absence __ c) Team proceeds for that meeting but "fires" member after __ occurrences __ d) Other:
A piece of production equipment fails such as a printer, disk drive, or laptop	*MC, Y* SS + Y *Y + EH* *KG + Y*	a) Backup copies will be made and kept in the college __ b) A locker or "share" directory will be used for joint access _X_ c) A photocopy and duplicate disk of all deliverables will be made __ d) Other:
An unforeseen constraint occurs after the deliverable has been allocated and scheduled (a surprise test or assignment)	SS + Y *MC, Y* *Y + EH* KG + Y	a) Team meets and reschedules deliverable __ b) Team will cope with constraint _X_ c) Other:
Team cannot achieve consensus leaving one member feeling "railroaded", "ignored", or "frustrated" with a decision which affects all parties	SS + Y *Y + EH* KG *MC, Y*	a) Team agrees to abide by majority vote __ b) Team flips coin __ c) Other: Team meeting to discuss differences and best way to proceed
Team members do not share expectations for grade desired	SS + Y *Y + EH* *KG* *MC, Y*	a) Team will elect one person as "standards-bearer" who has the right to ask that work be redone __ b) Team votes on each submission's quality __ c) Team will ask for individual marking and will identify sections by author __ . Proof of

		work done by each student must be submitted to the professor.
		d) Other: Team will meet to discuss quality expectations and review completed work and progress. discusses expectations and vote on quality of work

Scenario	Accepted Y/N + initial	We agree to do the following
Team member behaves in an unprofessional manner by being rude or uncooperative	*Y + EH* *MC, Y* *SS + Y* *KG + oui*	a) Team attempts to resolve the issue by airing the problem at team meeting _X_ b) Team requests meeting with professor to problem-solve __ c) Team ignores behaviour __ d) Team agrees to avoid use of all vocabulary inappropriate to the business setting __
Team member assumes or requests that his/her name be signed to a submission but has not participated in production of the deliverable	SS + Y KG + y *MC, Y* *Y + EH*	a) Team agrees that this is cheating and is unethical _X_ b) Friends are friends and should help each other __ c) Team will submit with signature but will advise professor who will take action __
There is a dominant team member who is content to make all decisions on the team's behalf leaving some team members feeling like subordinates rather than equal members	*Y + EH* *MC, Y* *SS + Y* *KG + Y*	a) Team will actively solicit consensus on all decisions which affect project direction by asking for each member's decision and vote __ b) Team will express subordination feelings and attempt to resolve issue _X_ c) Other:
Team has a member who refuses to participate in decision making but complains to others that s/he wasn't consulted	SS + Y *MC, Y* *Y + EH* KG + YES,	a) Team forces decision sharing by routinely voting on all issues __ b) Team routinely checks with each other about perceived roles __

		c) Team discusses the matter at team meeting _X_