

TEAM CONTRACT – Shaimaa Warriors

Project Title: RPG Game

Team Name: Shaimaa Warriors

Team Members:

- 1) Hamza Elkababji
- 2) Bowen Lin
- 3) Omar Ramadan
- 4) Melvin Roger
- 5) Saad Al-Bayaty

Project Vision

Our vision is to make a horror themed, turn based RPG. The player will complete tasks that allows for them to increase their power level as they move on through each level, ultimately trying to escape from a house/mansion. The decisions they make may possibly affect how the play through advances.

Team Procedures

1. Day, time, and place for regular **team meetings**:
 - **Day & Time:** Wednesday, 5 PM
 - **Place:** Weldon Library, 1st Floor
2. 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:
 - Discord
 - Microsoft Teams
3. **Decision-making policy** (by consensus? by majority vote?):
 - Take votes on any major decision to be made.
4. 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?):

- We will take meeting minutes (notes on every meeting) along with delegating tasks based on everyone's skills.
 - Everyone has agreed to keep on track of all the tasks they are asked to do.
 - o This is better because there won't be any awkwardness between members asking others to do their tasks.
5. Method of **record keeping** (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):
- Whoever is assigned on that day to take the meeting minutes will take it.
 - Notes will be taken through the meeting and tasks delegated at the end.
 - They will be kept track of in the teams folder.

Team Expectations

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.):
 - Everyone is responsible for their part of the work.
 - Be responsive to communication channels.
 - Respectful of everyone's opinions on the projects.
 - Accept constructive criticism.
 - Be honest in everything that is said.
 - Produce a project that is 90%+ level of quality.
 - Something that is good enough to impress professor/employers.
 - Get drafts and submissions done in a timely manner so we can keep up with the pace of the course and project.
2. **Strategies** to fulfill these standards:
 - We meet 2 times a week whether online or in-person.
 - The first couple of meetings we need to meet in-person to see how all the collaboration will work.
 - Peer review of completed work to make sure everything is up to a good standard.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks
 - We will follow the instructions provided regarding everyone to create their challenge within the game.

- Then, based on the idea we create we will delegate tasks every meeting minute in which everyone will voluntarily choose a part to do.
2. Strategies for encouraging/including ideas from all team members (team maintenance):
 - In any topic being discussed, everyone shares their opinions so that everyone is heard.
 3. Strategies for keeping on task (task maintenance):
 - The person taking the meeting minutes will ensure everyone contributes within that period.
 - Check in on members to see what has been completed, and if they need assistance.
 4. Preferences for leadership (informal, formal, individual, shared):
 - Informal, more so like a democracy. Group will make decisions together rather than assigning one person to make decisions for everyone.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
 - Time slots for team members to meet during meetings with required update on progress.
 - Create goals and objectives to work towards during and after meeting minutes.
 - Participation in major decisions will come down to a majority preference.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 - Try our best to complete tasks on specified and agreed timelines written on the notes taken every meeting.
 - We expect that assigned tasks will be completed by the individual.
3. Expected level of communication with other team members:
 - Respond to messages whenever one gets the chance. Ideally within 2-3 hours or less.
 - Channels that we have designated will have reminders for when to communicate.
4. Expected level of commitment to team decisions and tasks.
 - Everyone does their expected task and makes sure they get it done in their allotted time.
 - They put the correct effort, and it looks polished and well done.

<h3>Consequences for Failing to Follow Procedures and Fulfill Expectations</h3>
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1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

- We would directly contact the person in question do the following:
 - o Make sure there are no life matters affecting his performance.
 - o Understand their point of view and give them a chance to explain themselves.
 - o Take appropriate action when agreed upon by all members at that moment (That could for example be re-delegating the tasks possibly more fairly).

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

- We approach the professor to take their opinion on what the best course of action is.
- If we **MUST** make a decision we would not put their name on the project or let them present.
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- 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.*

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| 1) Melvin Roger | date: 2024-03-07 |
| 2) Omar Ramadan | date: 2024-03-07 |
| 3) Saad Al-Bayaty | date: 2024-03-07 |
| 4) Hamza Elkababji | date 2024-03-07 |
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