**Team Contract**

Team Members: Kartike Chaudhari, Evan Fekete, Luxsika Sinnarasa, Emmily Tse, Adrian Parungao, [Hamza Malik](mailto:hamza.ejaz.malik@ryerson.ca), Joaquin Kataoka, Bilal Asghar, Tejveer Goga

| **Project Goal** | Our goal is to work as a team to create a detailed, well-structured, and intriguing presentation and report. This team contract will help set reasonable expectations, deadlines, and procedures to help achieve our goals. |
| --- | --- |
| **Communication** | * The primary form of communication we will be using is through an Instagram groupchat * The maximum expected response time is 1-2 hours * It is crucial to respond/read communication emails, text messages about the project in a timely manner * We will also be having live meetings and order plan through the use of Zoom and Discord servers frequently on a daily basis, additional meetings will be conducted accordingly * We will respect each other’s time by not arriving late to meetings * It is everyone’s responsibility to let Team Members know if you are missing a meeting or are behind in your role |
| **Decision Making** | * When making decisions we will consult one another in order to get the groups input on a given decision * Make sure that when making “heat of the moment” decisions, your decision doesn’t upset someone or force them to do something without them giving consent * It is important to keep all members of the group aware and updated at all times when new decisions/ household rules are being made * We will stay on track by only having conversations that will benefit our project |
| **Participation** | * We have divided the work equally in the best way possible in order to keep the work loads consistent among all group members * If in the event that a group member is not able to complete a task for a valid reason, other group members can step in to assist * Everyone will be given opportunities to speak up and bring new ideas to the table * All team members must be advised ahead of time if a certain group member cannot make it to the planned group meeting * It is necessary to vocal your thoughts and ideas regarding agreements and disagreements on certain topics |
| **Conflict Management** | * If in the event that there is a disagreement we will keep level heads and work as a group to fix the issue and come to solution that makes all parties happy * Everyone must be open to new ideas and concepts * If in the event that a group member does not live up to their responsibilities, we will start by informing them, but as a last resort we will inform the GA, or PM |
| **Problem Solving** | * We will encourage every group member to participate in solving problems * Work with each others ideas in order to come to the best possible solution when working individually * Try to find creative solutions or poke holes in other peoples solutions to create a stronger answer * When trying to problem solve, only constructive criticism must be used, no harsh tones |
| **Accountability** | * We will make sure to put forth our best effort for the project * Keep other team members informed throughout the project * Members who don’t complete their tasks and don’t show consistent work will be given a verbal warning and then if this behaviour is continued the PM & GA must be informed |

| **Student Name** | **Student Number** | **Signature** |
| --- | --- | --- |
| Kartike Chaudhari | 501118313 |  |
| Evan Fekete | 501122435 |  |
| Luxsika Sinnarasa | 501105669 |  |
| Emmily Tse | 501100836 |  |
| Adrian Parungao | 501102077 |  |
| Joaquin Kataoka | 501104688 |  |
| Hamza Ejaz Malik | 501112545 |  |
| Bilal Asghar | 501113295 |  |
| Tejveer Goga | 501088306 |  |