

Team Contract

The purpose of this Team Contract is to ensure that all members are aware of their responsibility within the team, rules and regulations to work as an integral part of the team, consequences faced in case of any breach of contract and plans for the project and team. The contract is approved and signed by all the team members. Therefore, any consequences faced by an individual due to a breach of contract will be the result of their own actions and other team members will not be affected by it. Team members are held accountable and responsible for their own actions.

Project Team Name: Team Default

	Team Member Name	Email	Phone
1	Kritika Koirala	koirala.kritika09@gmail.com	9860476103
2	Anish Ghimire	anishghmre@gmail.com	9845172151
3	Ayush Panta	alwaysayush28@gmail.com	9808844989
4	Phurbu Chodon Lama	ptdchodon@gmail.com	9842596514
5	Mohammad Farhan	mohammad.farhan021@gmail.com	9843021095

A. Team Structure:

1. Leadership structure:

Individual leader, Kritika Koirala was assigned for the entire project. It was a decision made through the majority votes of the team.

2. Decision-making policy:

Every decision regarding the project and team will be done through the majority votes of team.

3. Who is the team Recorder/Documentation Manager/Maintainer of team activity?

Ayush Panta, Mohammad Farhan will be responsible for keeping tracks of team activity.

4. Day, time, and place for regular team meetings:

The team will conduct team meeting every Tuesday and Friday after college hours at The British College itself or the nearby suitable premises. Aside from the on-site team meeting, the team will be regularly communicating via Slack.

5. Usual method of communication:

- Slack to communicate with the members
- Trello to assign task and to notify about team meeting and task to be done
- GitHub for the collective storage of the files used in the project
- Emails
- Cellphone numbers for emergency issues
- In person during on-site meetings

B. Team Procedures:

1. Method for setting and following meeting agendas:

Each member will set their respective agendas on their part of the project they are working on. Google docs will be shared to every member where each can add their own agendas which is viewable to all the team members. The team leader will be responsible for the team following the agenda during a team meeting.

2. Method of record *keeping*:

Team leader, Kritika Koirala will be responsible for notifying the team about the agendas put forward by all the members. The agendas will be discussed during the next team meeting. The team meeting agendas will be stored in a google document file and Github as well by Ayush Panta.

3. Procedures in the absence of a team member:

Meeting will be held even in the absence of the member. However, the absentee is required to notify the team about their absence in advance. In case of emergencies, the absentee will assign their part of the project to another member so that the team- work flow does not get disturbed. The absentee will be updated about the meeting via Slack.

C. Team Participation:

6. Strategies to ensure cooperation and equal distribution of tasks:

Tasks will be divided among the members based on the Skill Audit. Each member will be assigned a role according to the Belbin analysis, which they think are suitable to them. The team leader should be updated in case of any issues faced by the members. Regular communication will be done among members to clear all doubts.

7. Strategies for encouraging/including ideas from all team members:

Ideas will be put forward by all team member regarding the project or the agendas set that week and the solution/idea with majority votes will be implemented. Each member will be asked for their opinion even on small decisions. Members will present their ideas after complete and thorough research for each agenda presented.

8. Strategies for keeping on task:

- Regular team meeting, on-site or online, will be held to discuss every aspect of the project.
- The team will follow the MS-Project very closely as it consists of the project outline.
- The Monitor Evaluator will be constantly checking with the members regarding the progress of the project.
- The Implementor will be updating the members about the outline of the project regularly, so that the team does not lose its final goal.
- Regular communication will be done among the members to clear any doubts or to share any information or resource.
- Deadlines will be set up for the tasks that needs to be done.
- Task agendas will be set up in each meeting which will be discussed in depth.

D. Personal Accountability:

1. Expected individual attendance, punctuality, and participation at all team meetings:

All members are expected to be present and punctual during the weekly team meetings. In case of absence, the team should be notified in advance for their absence with valid reasons. Team is expected to express their problems or if they are unsatisfied with any decision to avoid the misunderstanding in the future.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

All members are expected to dedicate their time honestly to complete their assigned tasks before the deadline. In case of any problems that may arise during the completion or submission of work, the team should be notified before the deadline and is expected to help the member eliminate the problem.

3. Expected level of communication with other team members:

- All members are expected to check their Slack, Trello on a regular basis for any updates or progress within the group and update the group about their own work as well.
- All members are expected to communicate with each other to share their ideas, views, opinions and should not hesitate to ask for help.

4. Expected level of commitment to team decisions and tasks.

All members are expected to give their complete best for the tasks they have been assigned. The team decisions will be made based on the majority votes with reason of why it would be beneficial to the team.

E. Consequences of breach of contract:

What procedures and penalties do you wish to implement in the case of team members who deviate from your Team Contract? You will be asked to complete Peer Assessment to formally communicate effort expended by individuals, but what will you do as issues emerge?

The team will be expected to give their complete best and not drag down the team with them but in case any such issues emerge, the following actions will be implemented:

- Any member who goes out of touch without notifying the team will be given a strict warning and will be under scrutiny by the team. The member after the warning, continuing the same behavior being absent for most of the team meetings, will be asked to leave the group and no longer will be a part of the team project.
- Any member who does not follow contract will be kept under probation. Valid reasons should be presented to the team justifying their behavior. If the behavior still, they will have to face the consequence of the leaving the team.
- The members who deviate from the Team Contract will be given comments on the Peer Assessment based on their action throughout the project. Thus, the team will not be responsible for any kind of punishment or penalty he/she might get.

F. Certification by team members:

In appending your signatures below, you are stating that:

- a) You participated in formulating the standards, roles, and procedures of this contract;
- b) You have agreed to abide by these terms and conditions of this contract;
- c) You understand that you will be subject to the consequences specified above and may be subject to reduction in overall grade in the event that you do not fulfill the terms of this contract.

Name	Kritika Koirala		
Signature		Date	26/02/2020
Name	Anish Ghimire		
Signature		Date	26/02/2020
Name	Ayush Panta		
Signature		Date	26/02/2020
Name	Phurbu Chodon Lama		
Signature		Date	26/02/2020
Name	Mohammad Farhan		
Signature		Date	26/02/2020

G. Acceptance of contract by tutor:

Name	Mr. Arun Joshi		
Signature		Date	26/02/2020

Name	Mr. Rohit Raj Pandey		
Signature		Date	26/02/2020