

TEAM CONTRACT

Team Members:

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2) Dane Woods

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Team Procedures

1. 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:

Our group agrees to communicate through gmail, discord, in person, and in class. Contact info listed on the front page of this document.

2. How will you make decisions (by consensus? by majority vote? What happens when someone disagrees strongly?):

We agree to strive for a consensus on making decisions. When a team member strongly disagrees we will examine the scope of the issue and take it to Brian if the issue is interpersonal or course related. We will take it to the client if it regards the way our application will function for their purposes. If the issue is small in scope we will decide how to proceed by majority vote.

3. 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?):

Scrum master will carry all these responsibilities. Team members will be notified of the agendas through our previously stated communication methods before the meeting.

4. Method of **record keeping** (Who will be responsible for recording & disseminating meeting records? How will such record be kept/accessed?):

We can take note recordings by either writing them down or, with the permission of the client, we can take audio recording of the meeting for further accuracy. The scrum master will designate a note taker with other members taking notes as needed. The designated person needs to make the meeting records accessible to the rest of the group via a google document, shared through an email, or a picture.

5. Method of asset maintenance? How will your group store and update project assets (models, code, etc)? How will your group make sure that all members have access to up-to-date resources, and who will be responsible for this process?

As a group we will maintain a GitHub repository that will store assets. Each person working for a task needs to update and upload assets that are new or have changed. The scrum master needs to make the group member accountable for these actions.

Team Expectations

Team Participation

1. How will you ensure cooperation and equal distribution of tasks?

We will each communicate what tasks each of us are working on, so we can measure how much work each team member is contributing. If a team member feels they have too much or too little work, the scrum master will discuss redistributing tasks with the team. If there is still disagreement we will address the disagreement as stated in a previous section.

2. What will you do to make sure that all team members are participating in decision making?

We will default to each of us needing to contribute their input in a decision. Specific tasks can be predefined to have less member input.

3. Strategies for keeping on task (task maintenance):

We will follow agile development cycles to stay on task. We will also use our communication methods to answer questions about our progress when asked. We as a group also require keeping on task when there is work to be done in class.

4. Who will be in charge of making sure things get done?

We will each take responsibility for our contribution

Personal Accountability

1. Expected individual attendance and participation:

Attendance of every class period and meeting is expected or team members are expected to notify the team when they are not able to attend. Timely answers of questions communicated through Discord and email are also expected. We agree to use class time to complete appropriate tasks.

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

Team members are expected to follow sprint schedules as written to the best of their ability. Team members are also expected to attend meetings and any other deadline assigned as needed.

3. Expected level of communication with other team members:

We agree to maintain a high level of communication with regards to attendance, future availability, and issues with given tasks. A slow response is acceptable in regards to note taking or idea bouncing.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:

If infractions are recognized, the group will discuss the infraction with the infractor and explain what needs to change according to this document. If the case merits it, the infractor needs to provide a meal to the rest of the team members.

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

We will consult Brian Bird about how this affects the project as a whole.

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 face the consequences as stated in this contract.*

1) _____ date _____

Dane Woods

2) _____ date _____

Gino Betetta

3) _____ date _____

Jacob Felten

4) _____ date _____

Jeffery Walters