

Team Contract

Step 1: Discuss.

What would we have to actively do to make this team project suck?

- *Flooding the group chat with memes.*
- *Not responding to messages from our teammates in a timely manner*
- *Putting off doing the work*
- *Not thinking through our project before starting the work*
- *Being rude to teammates*
- *Leaving your work to other teammates*

Therefore, what do we agree to actively do to make this a fun and fruitful team?

Note: do not just say “we won’t do the things listed above”

- *Listen during team meetings and communicate with respect*
- *Use Discord to stay in contact regularly*
- *Divide work approximately equally according to each team member’s skills*
- *Ask each other or the instructors early if we need help with our assigned tasks*
- *Try building rapport with one another via friendly interaction*
- *Work at reasonable hours*
- *Creating an open and friendly environment so that sharing ideas is easier*

Step 2. Decide. These are the terms of group conduct and cooperation that we agree on as a team.

Team Name:

Team Meetings: We agree to...

Who? When? Where? How often?

- *All three of us will try to meet every week at 3pm on Sundays via Discord, or switch to 3pm on Saturdays if circumstances prove it preferable.*
- *In-person meetings during class time or as scheduled*

Communication: We agree to....

Will you use text, email, GroupMe, Slack, something else? How often should team members check this channel of communication? How soon do team members expect a reply?

- *All communication will be done over Discord. Responses to questions are expected within 24hrs of the question's posting. Thus, Discord must be checked daily by all members.*
- *If important, just @ them, and try to respond within 2 hours if possible*

Team Manager: We agree to....

For example, who will set meeting agendas, who will take notes during meetings, who will be responsible for storing physical artifacts? What other roles might make your team run smoothly?

- *Shalin will handle scheduling meetings.*
- *Layton will handle taking notes during meetings.*
- *Angel will handle ensuring the smoothness of meetings and keeping the other members on track and will store our physical materials, such as paper mockups.*

Conflict: We agree to...

What disagreements do you anticipate? What will you do when there is disagreement on the team? How will your team make decisions? Unanimous vote? Majority rules? The team leader decides?

- *Types of disagreements anticipated include:*
 - *UI aesthetics*

- *Priority*
- *Disagreements over tasks*

- *We will attempt to compromise with the group to fix any issues. Conflict resolution will be accomplished via discussion until an impasse is reached, followed by a majority vote in that case.*

Consequences: We agree to...

What will happen if someone doesn't follow this team contract? Be specific and clear. This should be determined by your team, not by the instructor.

- *Minor infractions (being late to meetings, etc.) will be dealt with via stern discussion to ensure such actions are not repeated in future.*

- *Major infractions (impacting other group members' grades) will be dealt with by the other team members conferring to discuss potential point deduction.*

- *In the event that someone does not perform the majority of the tasks required of them during a particular sprint there will be a reduction of 20% in their grade for that particular sprint demo.*

Team Member's Name	Team Member's Signature
Angel Wells	Angel Wells
Layton Woods	
Shalin Maria	