CS 246

TEAM CONTRACT

Team Members:

1) Travis Burns

2)Jason Bruce

3) Aiden Leach

4) _____

5) _____

Team Procedures

Preferred method of communication (e.g., e-mail, text, Discord, face-to-face, in class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

Discord, e-mail, and potentially in person

List the contact information you will be using (if other than LCC email or class Discord server):

Travis Burns: travisjb0@gmail.com, CellPhone(541)-288-3214
Jason Bruce: jasonbruce2001@gmail.com, Cell: 650-575-3015
Aiden Leach aleach1130@gmail.com, Cell: (541)-650-2686

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

For making decisions, we will aim for consensus through open discussion first. If we can't reach full agreement after discussing all viewpoints, we'll move to a majority vote. If someone strongly disagrees with the majority decision, they will have the opportunity to explain their concerns and propose alternative solutions. If their concerns involve technical risks or major problems with the proposed approach, we'll take additional time to research and validate the options before proceeding. However, if after this additional consideration the majority still supports the original decision, we will move forward with that choice while documenting the concerns raised.

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?):

For meeting agendas, we could rotate the responsibility each week. This way, everyone gets experience managing meetings, but there's still clear accountability for each specific meeting. The person responsible that week would:

- Create the agenda before the meeting (by the night before)
- Share it in Discord
- Keep us on track during the meeting
- Make sure we cover everything we need to

Then the next week, someone else takes over. This prevents one person from being stuck with all the meeting management while still maintaining organization and structure. It also means we all share the responsibility and can learn from each other's approaches.

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

Similar to the meeting agenda approach, we could rotate the responsibility for record keeping each week. The person who takes notes that week would:

- Take notes during the meeting
- Clean them up and post them in our shared Discord channel after the meeting
- Make sure to highlight any key decisions or action items

This way no single person is stuck being the permanent note-taker, and everyone shares the responsibility. We'll keep all records in our Discord channel so they're easily accessible to everyone. The previous week's note-taker can hand off any important ongoing items to the next person.

Team Expectations

Our team will hold weekly Zoom meetings where we'll divide work based on everyone's strengths and schedules. We'll use Jira to track tasks and Discord for regular updates. Everyone must participate in decisions, with those missing meetings providing input through Discord. We'll check in twice weekly on progress, help team members who fall behind, and set earlier internal deadlines to handle any issues. If someone isn't meeting their obligations, we'll first meet to offer support and help break down their tasks. If problems continue, we'll document the issues and meet with Brian for guidance.

Team Participation

Work will be distributed equally among team members based on individual strengths and availability. During weekly meetings/checkin's. Ideally having a Zoom meeting each week at a specified time would be best. Each member will report on their progress and upcoming availability. Tasks will be tracked using Jira, with clear deadlines and responsibilities assigned.

To ensure full participation in decision making:

- All major decisions will be discussed during team meetings
- Team members unable to attend meetings must provide input beforehand
- No critical decisions will be made without input from all team members

How will you ensure cooperation and equal distribution of tasks?

To keep the project on track, we will:

- Use a shared Jira Project to track all project components
- Set internal deadlines ahead of actual due dates
- Conduct weekly progress reviews
- Alert the team immediately if unable to complete assigned tasks

What will you do to make sure that all team members are participating in decision making?
Before any decisions, we'll go around the group and have each person give their opinion
We'll reach out individually on Discord to anyone who's quiet or hasn't shared their thoughts
For any big decisions, we'll specifically ask each person "what do you think about this?"
If someone misses a meeting, we'll message them to get their input before finalizing any decisions

Strategies for keeping on task (task maintenance):
We will use our Discord channel and jira to track tasks and their completion status. Each team member will post updates on their progress at least twice a week. During our weekly meetings, we'll review what everyone has completed and what still needs to be done. If someone is falling behind, we'll discuss it right away and help them get back on track. We'll also set up a quick check in on Discord for deadlines a few days before actual due dates to give us buffer time for unexpected issues.

Consequences for Failing to Follow Procedures and Fulfill Expectations

Describe, as a group, how you would deal with a team member who is not meeting the obligations of this team contract:

First, have a private team meeting to discuss the situation with them, understand any challenges they're facing, and see how we can help. If they're struggling with technical aspects, we can pair program or provide extra support. If they're having time management issues, we can help break down their tasks into smaller, more manageable pieces.

Describe what your team will do if the failure to meet obligations continue:
If the issues continue after this discussion, we'll document the specific problems and missed obligations, and schedule a meeting with Brian to discuss our concerns and get his guidance on how to proceed.

****

I participated in formulating the standards, roles, and procedures as stated in this contract.
I understand that I am obligated to abide by these terms and conditions.
I understand that if I do not abide by these terms and conditions, I will face the consequences as stated in this contract.

1) Aiden Leach_____date 2/13/2025_____

2)Jason Bruce_____date2/13/2025_____

3)Travis Burns_____date 2/13/2025_____

4) _____date_____

5) _____date_____

This document was provided by Paul Wilkins in 2018, Revised by Brian Bird in 2025.