**CS297 G**

**Winter 2016**

**TEAM CONTRACT**

**Team Members:**

1. Jonathan Lukasik
2. Stephen Hoffman
3. Erik Ellingson

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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:

We will be using either e-mail or skype.

1. List the contact information you will be using:

Jonathan L – [jlukasik23@gmail.com](mailto:jlukasik23@gmail.com)

Stephen H - [stphnhffmnn@gmail.com](mailto:stphnhffmnn@gmail.com)

Erik E - [ecellingson@gmail.com](mailto:ecellingson@gmail.com)

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

We will be using majority vote.

1. 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?):

We will primarily meeting during class hours or shortly afterwards. We will determine if we need to set up a skype meeting or if e-mailing is acceptable.

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

We will be making a GitHub project to keep all records and changes updated. We will also be using Pivotal Tracker to keep track of tasks that need to be completed.

1. 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?

We will be using GitHub to share all of our resources and make sure people have the most recent verisons.

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| **Team Expectations** |

**Work Quality**

* 1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):

All of our work must be functional, understandable, and readable by all team members as well as agreed upon by all members.

* 1. **Strategies** to fulfill these standards:

All members must agree on the quality of any submitted work.

**Team Participation**

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

Ensure not one member is doing the majority of the work. We will be creating a list of tasks that need completed and each member will be assigned a set number of them. Tasks will be listed in Pivotal Tracker.

1. Strategies for encouraging/including ideas from all team members (team maintenance):

Voice all opinions or ideas, and have agreement on any ideas we want to work on.

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

Track progress and submitted changes through GitHub to make sure every member is on task.

1. Preferences for leadership (informal, formal, individual, shared):

We will be having individual leadership for each of their assigned tasks.

**Personal Accountability**

1. Expected individual attendance and participation:

All members should show up to each class to discuss meetings, tasks, etc..

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

All tasks must be completed before next class period or an agreed upon time.

1. Expected level of communication with other team members:

Expect members to respond to an e-mail within 24 hours and at least acknowledge they’ve seen it.

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

We will members to be fully committed to the project and have tasks completed on time.

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

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

First offense, warning given to member. Continued issues will result in tattling to mom.

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

If issue persists too long, we will remove the member from the group.

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

1) Jonathan Lukasik date 2/16/16

2) Stephen Hoffmann 2/16/16

3) Eric Ellingson 2/16/16