

TEAM CONTRACT

Team Members:

- 1) Samuel Conrad Kjelde
- 2) Joseph Raymond English
- 3) Jesus Alonso Martinez Morales
- 4) _____
- 5) _____

Team Procedures

1. Preferred method of **communication** (e.g., e-mail, text, Discord, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:
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To be able to inform team members about updates concerning the project there are two ways of preferred communication. With Discord being used for real-time communication between team members to notify them about updates and reminders concerning information that needs to be readily available and made aware of. With the email being used for asynchronous communication, where it will concern information that doesn't need to be addressed right away, allowing for thoughtful responses and documentation.
2. List the contact information you will be using:
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Team Member Emails:

- **Samuel Kjelde:** kjeldes@my.lanecc.edu
- **Joseph English:** englishjr@my.lacecc.edu
- **Jesus Morales:** martinezja4@my.lanecc.edu

Team Member Discords:

- **Samuel Kjelde:** samuelkjelde
- **Joseph English:** joerenglish
- **Jesus Morales:** jesusmm12034

3. How will you make decisions (by consensus? by majority vote? What happens when someone disagrees strongly?):
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 - How decisions will be made is through consensus, where as a group we will take our time to form an arrangement on how we will approach a decision. Not focusing on creating an approach that we all agree upon, but an approach that addresses and satisfies a majority of the team's concerns.
4. 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?):
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 - The person who will set the agenda of the meeting would be Joseph English, with meetings being set up during the weekend with appropriate times and dates being set during a weekday that works for team meetups. Members will be notified via Discord about when the meeting will happen and what it will be about, with discussion taking place with team members about times they will be able to attend. The person who will keep team members on track during meetings will be Samuel Kjelde, keeping the line of communication on topic while allowing ideas to be interjected if on topic.
5. Method of **record keeping** (Who will be responsible for recording & disseminating meeting records? How will such record be kept/accessed?):
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 - The person who will be in charge of record keeping will be Samuel Kjelde, with records being done with pencil and paper and then transcribed to a Google Doc, being stored in a shared drive where all team members can access the saved records.

Team Expectations

Team Participation

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

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How tasks will be distributed between team members will be done on a weekly basis, where on Mondays the team will get together about what needs to be done that week. Went over the parts that make up the given task, discussing which of us would take care of a given part as well, and if there was anyone who could step up to help if anyone was found to be behind schedule with said given part. With ensured cooperation being done on an honor system that the team members will accomplish their given task, as well as be checked up upon midweek to see their progress.

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

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How will ensure that team members will participate in decision-making is that first, all members would have to provide verbal consent that the decision being made is fine with them, second that it's encouraged that any engagement is good that they should feel comfortable adding to the discussion even if they feel it wouldn't necessary anything, and lastly that it would be clear with stating that it's a no judge environment that it's fine to ask questions and inquire more about something if you didn't understand.

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

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There are three strategies we plan on having one checking up midway through the week to check on the progress of the team members on their given task and if they need help, two the honor system where work that team members will complete their given job, and speak up if things aren't going to plan, and lastly that there would be someone checking in with people on a somewhat regularly bases to check up with them on their status, similar to the role Samuel Kjelde took during meetings with keeping people on the track but to ensure that team members understood what needs to be done.

Consequences for Failing to Follow Procedures and Fulfill Expectations

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

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As a group, if it's discovered that a team member isn't meeting the expectation obligations of this team contract, then they will be reminded of them and ensure that this is just a warning and that they should try to continue with their tasks and to do better. Any further issues that concern the team contract with a first-time offender will be brought up with our boss, Brian Bird, and a game plan will be made to address the involved team member in this issue.

2. Describe what your team will do **if the failure to meet obligations continue**:

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If a team member fails to meet their obligations, then during a time when all team members are physically present, only people in the group, where they will give a verbal apology stating exactly what they did. As a group, we will form a game plan to address the failure and the steps we will take to rectify it. If a team member is caught making repeat failures with their obligations, the offending team member will have to gift a game through Steam to each other team member.

- 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.*

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| 1) Joseph Raymond English | date | 02/06/25 |
| 2) Samuel Conrad Kjelde | date | 02/10/25 |
| 3) Jesus Alonso Martinez Morales | date | 02/11/25 |
| 4) _____ | date | _____ |
| 5) _____ | date | _____ |