**Team Contract**

SENECA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

**Team: “**Group 8”

**Course**: Artificial Intelligence SEA400NAA.09928.2231

**Professor**: Vida Movahedi

**Members:**

1. Alyssa Leann Young
2. Junayad Bin Forhad
3. Kannav Sethi

**Team Procedures**

**Team meetings:**

* Before working on every workshop - assignment, the group will have a discussion meeting.
* Meetings will be held via Microsoft Teams audio call and group chat. Meetings will be scheduled depending on member convenience and work priority.
* Weekends will be given the first preference while scheduling group meetings.
* For emergency purpose**,** a team meeting can be scheduled via e-mail, personal messages or calls, Teams app and WhatsApp**.**
* Microsoft Teams group chat will be monitored by the course Professor.

**Communication:**

* E-mail, Microsoft Teams app, WhatsApp, and Blackboard Discussion Board to inform each other about team meetings, announcements, updates, reminders, and problems. Communication can be audio or video type depending on member convenience.

**Decision-making policy**:

* Every decision will be taken by majority votes after discussion and will always be open for further suggestions.

**Meeting Agendas:**

* Members will discuss and set meeting agendas for future gathering in the last meeting and a link will be sent to their e-mail to add the information, date and time to their digital calendar which will also give a reminder to the members few hours before meeting.
* In every meeting, a detailed outline of all the tasks for the given assignment will be formed and a ‘TO DO LIST’ will be maintained by a chosen member to keep track of the objectives, project progress and time.

**Team procedures**

**Project standards**:

* Writing strategically, being able to make presentations, thinking logically and other technical skills and individual research experience or any quality that will help to make the project unique and a success.

**Strategies:**

* Every member will do the portion of the project in which he or she is more comfortable and skilled.
* Dividing the works by the speciality of group members and then reviewing, combining, and finalizing will be the last stage to finish the project.

**Team Participation:**

* Tasks will be divided equally depending on the workload.
* The division of tasks and content submission will all be in accordance with group satisfaction.
* If a group member requires assistance, then the other members will always be available for providing help.
* All requests for assistance by group members will be submitted on the group chat.
* No idea or thought will be belittled!

**Member Accountability:**

* Mutual understanding between the team members, quality communication and dismissal of disrespect.
* Group 8 hopes to maintain a disciplined behaviour i.e., among the group members as well as with other groups.
* Each member will work to satisfy all the group expectations.
* Each member will understand the group responsibilities and individual responsibilities and prioritize group responsibilities as their own.

**Personal expectations**:

* Group 8 hopes to meet all deadlines without any delays.
* The group will perform to succeed in every task.
* Group 8 will work in the best organised way possible.

**Consequences:**

**Avoiding Consequences**:

* Group 8 will follow all the guidelines and Seneca’s plagiarism policy to avoid any consequences.
* All work will be reviewed before submission to inspect for any plagiarism in the work (both deliberate and unintentional).

**Dealing with Consequences:**

* If there is an intentional mistake caused by any member, the group will immediately report it to the course Professor.
* If there are persistent delays in submission or content issues, the group will consult the course professor for guidance.
* The group will submit written apologies for any mishappens or consequences in work and will immediately look for thriving options by understanding the reason behind such consequences.

**CONSENT**:

“As a member of Group 8, I accept that I have read and reviewed all the content mentioned in this contract and that this group contract is being signed and submitted with my knowledge. “

Members Signature;

1. ALYSSA LEANN YOUNG

2. JUNAYAD BIN FORHAD

3. KANNAV SETHI

Date: 10TH JANUARY, 2023

-x-