# TEAM 3, NIGHT CONTRACT

Project: QualitySoft

Manager: Kevin Rapp Team member: Kris Satya, Liwei Lu

1. Commitments:

As a project team we will:

* 1. Only agree to do work that we are qualified and capable of doing.
  2. Be honest and realistic in planning and reporting project scope and schedule.
  3. Operate in a proactive manner, anticipating potential problems and working to prevent them before they happen.
  4. Promptly notify our team members of any change that could affect them.
  5. Meet all deadlines internal and external. Notify team members if you cannot so alternate solution can be reached
  6. Keep other team members informed.
  7. Promise to adhere to contract resolutions in the case of anything going wrong
  8. Fulfill all of our commitments (internal and external) and accept the consequences (covered in Section F) associated with failure to comply
  9. Focus on what is best for the project as a whole.
  10. See the project through to completion.

1. Team Meeting Ground Rules: Participation

We will:

* 1. Provide feedback to other team member’s work
  2. Be honest and open during meetings.
  3. Encourage a diversity of opinions on all topics.
  4. Give everyone the opportunity for equal participation.
  5. Be open to new approaches and listen to new ideas.
  6. Avoid placing blame when things go wrong. Instead, we will discuss the process and explore how it can be improved.
  7. In all team meetings, enforce a 2 minute rule where no one can talk for more than 2 minutes at a time. Also, each team meeting must have an agenda!

1. Team Meeting Ground Rules: Communication

We will:

* 1. Communicate via email between meetings.
  2. Share files via GitHub, email and Google Docs
  3. Respond within 24 hours to requests made by team members
  4. Seek first to understand, and then to be understood.
  5. Be clear and to the point.
  6. Practice active, effective listening skills.
  7. Keep discussions on track.

1. Team Meeting Ground Rules: Problem Solving

We will:

* 1. Encourage everyone to participate.
  2. Encourage all ideas (no criticism), since new concepts come from outside of our normal perceptions.
  3. Build on each other's ideas.
  4. Use team tools when appropriate to facilitate problem solving.
  5. Remember that solving problems is a creative process—new ideas and new understandings often result.

1. Team Meeting Ground Rules: Decision Making

We will:

* 1. Discuss criteria (time, impact) for making a decision before choosing an option.
  2. Get input from the entire team before a decision is made.
  3. Discuss concerns with other team members during the team meetings or privately rather than with non-team members in inappropriate ways.
  4. Ask all team members if they can support a decision before the decision is made.

1. Team Meeting Ground Rules: Handling Conflict

We will:

* 1. Regard conflict as normal and as an opportunity for growth.
  2. Seek to understand the interests and desires of each party involved before arriving at answers or solutions.
  3. Choose an appropriate time and place to discuss and explore the conflict.
  4. Listen openly to other points of view.
  5. Repeat back to the other person what we understand and ask if it is correct.
  6. Acknowledge valid points that the other person has made.
  7. State our points of view and our interests in a non-judgmental and non-attacking manner.
  8. Seek to find some common ground for agreement.
  9. In the event of a failure to complete a commitment, the guilty party will be issued a warning at first and upon second failure will be submitted to Director

1. Meeting Guidelines:
   1. Meetings will be held every week on Wednesdays 5:30pm to 6:30pm
   2. Emergency meetings can be called provided unanimous agreement
   3. Meetings will be called by the manager.
   4. Agendas will be issued every 2 days (Monday evening) in advance by the manager.
   5. Meetings will be facilitated by the manager.
   6. Evaluations of meetings will be conducted every meeting.
2. Meeting Procedures:
   1. Meetings will begin and end on time.
   2. Team members will come to the meetings prepared.
   3. Agenda items for the next meeting will be discussed at the end of each meeting.
   4. If a team member can not attend a meeting, he will provide a reason and propose other times to meet

Signatures: (Team members)

Liwei Lu Kevin Rapp Kris Satya