

# Team Contract

Date: Sep 29, 2024

Team Number: 12

**Expectations from Team Members** (e.g., Attend all meetings – Bring donuts after missing a meeting, Complete project task as promised – Kicked out of team if not completed 3 times, Be open to contributions and ideas from all team members, etc.)

Expectation	Consequence if expectation not met
<b>We'll meet as a team every week at:</b>  <b>Monday for 1 hrs and at: 5:30pm</b>  <b>Friday for 1 hrs and at: 5:30pm</b>	<b>No consequence, but update the team members before hand and catch up on materials</b>  <i>(Two team meetings a week is recommended. Your team may choose more or less. Consequences for missing a few team meetings should be less severe than missing many team meetings.)</i>
<b>Be on time and prepared for team meetings.</b> <i>(Both in and out of class time)</i>	<b>Individual points deducted after first two warnings</b>
<b>Follow through on commitments made to the team.</b> <i>(Commitments such as completing functionality for the project, preparing slides for the team presentation, coming to a team meeting, writing a section of the design document, etc.)</i>	<b>Individual points deducted after first two warnings</b>
<b>Contribute to the team voluntarily.</b> <i>(These contributions may be ideas, questions, code, organizing meetings, managing code repository, creating charts for the report, etc.)</i>	<b>Individual points deducted after first two warnings</b>
<b>Welcome and invite contributions by other team members.</b>	<b>Sunwoo Back will be the one who manages discussion to make sure everyone's opinions is heard</b>  <i>(How will you deal with a team member that consistently dismisses/discourages ideas from other team members or a single team member? It may be helpful to assign a single team member that manages discussions.)</i>

<p><b>Before checking in a code change to the team repository, we will ensure the code compiles when included in the entire code base and that the code meets requirements.</b></p>	<p><b>Team members have to make their own git branch before merging into the main, or individual points will be deducted</b></p> <p><i>(It should be saved to check out changes committed by others without it breaking the code that we are working on. It can be very time consuming to fix errors committed by other team members. A possible consequence can be that a commit is removed.)</i></p>
<p><b>Each team member will talk for at least 10 minutes and at most 20 minutes during a 1 hour meeting.</b></p>	<p><b>No consequence</b></p> <p><i>(Some team members have a tendency to dominate discussions and others hesitate to contribute. Set some guidelines on what is expected and how you, respectfully, will make team members aware that they need to contribute more/less.)</i></p>
<p><i>(Think of any other team behaviours that hindered or helped the team performance and formalize this here.)</i></p>	

If you've read and agreed with this contract, add your name here:

Kostiantyn Ilnytskyi

Divya Sree Lakshmi Gude

Sunwoo Back