Team Contract

**Team name:** Welly

**Team Members:**

|  |  |
| --- | --- |
| **Name** | **Student ID** |
| Leah Rampno | 20231562 |
| Guruprasaath Gopalakrishnan | 20231284 |
| Abinash Vibin | 20231246 |

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# Team goals

The goals of the team are:

* To complete the project to a high standard, on time.
* To collaborate respectfully and efficiently using digital tools.
* To ensure participation and fair distribution of tasks.

Team procedures

## Communication:

|  |  |  |
| --- | --- | --- |
| **Team Member Name** | **School Email / Teams** | **Mobile Number** |
| Leah Rampno | [20231562@mywhitecliffe.com](mailto:20231562@mywhitecliffe.com) | 0274110251 |
| Guruprasaath Gopalakrishnan | [20231284@mywhitecliffe.com](mailto:20231284@mywhitecliffe.com) | 0225260850 |
| Abinash Vibin | [20231246@mywhitecliffe.com](mailto:20231246@mywhitecliffe.com) | 0274598487 |

## Preferred methods of communication:

* **Email:** To be used for important updates, sharing files, formal communication, and contacting the tutor if needed.
* **Group discussion board:** Teams will be the primary tools for decisions, daily updates and meeting logs.
* **Mobile phone (Text / Call):** For urgent matters or quick updates.

## Face-to-face / Online Meetings:

* Weekly meetings every (day and time to be discussed…
* Optional online meetings when members are not on campus.

## Asynchronous Communication:

* Team members must check the group discussion board and email at least once daily.
* Team members must respond within 24 hours unless prior notice is given.

## Availability:

Each member should update their availability on the Teams calendar. Any changes must be communicated in advance.

## Failure to Communicate:

* If there is no response within 48 hours without notice, the team lead will reach out directly.
* Continued unresponsiveness will result in escalation to the tutor.

# Roles of group members

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Team Member Name** | | |
| **First stage (9 - 17 June)** | **Second stage (18 – 25 June)** | **Third stage (26 – 3 June)** |
| **Team Leader** | Leah | Guru | Abinash |
| **Facilitator/ Contract Guardian** | Abinash | Leah | Guru |
| **Spokesperson** | Leah | Guru | Abinash |
| **Recorder** | Guru | Abinash | Leah |
| **Timekeeper** | Leah | Guru | Abinash |

# Decision Making

**Method**: By majority after discussion

**Recording**: All decisions will be documented on the group discussion board (Teams) with date and time stamps.

**Conflict resolution**:

* Attempt a peer-to-peer resolution first
* If the issue is still not resolved, bring the issue to the rest of the group
* If the issue is still unable to be resolved, bring it to the tutor

# Record Keeping

**Discussion / Decision Evidence:**

* Use the Teams group board for written evidence and updates
* Upload weekly screenshots of the kanban board

**Member contribution tracking:**

* Tasks are assigned to each member on the Kanban board (Trello or Planner).
* Each member updates the board when they finish a task.
* The team leader checks that everyone is contributing fairly.

# Team Expectations

## Behaviour Expectations

**Team member will:**

* Arrive on time to scheduled meetings
* Stay active and communicate regularly with the group
* Meet set deadlines and complete assigned tasks
* Provide constructive feedback and support team members

## Disagreement on Behaviour

* Address the disagreement in private with the person involved
* If the disagreement is unresolved, bring it up at the next meeting
* The disagreement is documented, and the tutor is notified if necessary

# Dealing with Issues

## Non-cooperative members

**Steps:**

1. Private message or discussion with the team member
2. Follow-up with the whole team if unresolved
3. Notify tutor if the issue continues.

**Consequences**

* Reduced decision making
* Task reassignment
* Report to tutor

# Timeline and Milestones

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Due Date** | **Main Tasks** | **Lead Developer** |
| Stage 1 | 09 June | Project planning, team contract, initial research | Leah |
| Stage 2 | 18 June | Design prototypes, initial development setup | Guru, Leah, Abinash |
| Stage 3 | 03 July | Final development, testing, documentation | Leah, Abinash, Guru |

## Contract Agreement and Signatures

We, the undersigned, agree to the terms and expectations outlined in this Team Contract. We understand our responsibilities and commit to upholding them throughout the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member Name** | **Student ID** | **Signature (Typed Name)** | **Date** |
| Leah Rampno | 20231562 | Leah Rampono | 11 June |
| Guruprasaath Gopalakrishnan | 20231284 | Guruprasaath Gopalakrishnan | 11 June |
| Abinash Vibin | 20231246 | Abinash Vibin | 11 June |