**CS 246**

**Winter 2019**

**TEAM CONTRACT**

**Team Members:**

1) \_\_\_\_\_Shane\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_\_\_\_Marcus Loder\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_\_\_Rees Herbert\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Team Procedures** |

1. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:

Email/Discord.

1. List the contact information you will be using:

[t.reesherbert@gmail.com](mailto:t.reesherbert@gmail.com) – Rees H.

[loderm@my.lanecc.edu](mailto:loderm@my.lanecc.edu) – Marcus L.

shane

1. How will you make decisions (by consensus? by majority vote? What happens when someone disagrees strongly?):

By vote. They can make their case and we will go from there as a group.

1. 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?):

Using agile dev. To help organize meetings and rotate a scrum master. If meetings are getting off task we can impose a time limit.

1. Method of **record keeping** (Who will be responsible for recording & disseminating meeting records? How will such record be kept/accessed?):

Confer with shane about this on a later date.

1. Method of asset maintenance? How will your group store and update project assets (models, code, etc)? How will your group make sure that all members have access to up-to-date resources, and who will be responsible for this process?

Git – Rees is the captain.

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| **Team Expectations** |

**Team Participation**

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

Using agile to split tasks up and then distributing work evenly across the team.

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

Speak up in meetings don’t be afraid to share your idea or disagree. Everyone should share their input on something if they have something to say.

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

Milestones

1. Who will be in charge of making sure things get done?

Everyone will be responsible for our work as a team. If parts are not being completed it is up to us as a team to act on it and deal with it.

**Personal Accountability**

1. Expected individual attendance and participation:

Come to group meetings and participate in class when available.

1. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

This is a requirement for our degree. We should put forth our best foot and be responsible for their work.

1. Expected level of communication with other team members:

Come to group meetings when planned and respond to messages/email within a day.

Also communicate when working on the project/milestones.

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| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

We would have an intervention after someone fails to meet the required obligations three times, to discuss how we should address the issue.

1. Describe what your team will do **if the infractions continue**:

Talk with the instructor about the infractions and let them know what is going on and how we should remedy the situation.

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1. *I participated in formulating the standards, roles, and procedures as stated in this contract.*
2. *I understand that I am obligated to abide by these terms and conditions.*
3. *I understand that if I do not abide by these terms and conditions, I will face the consequences as stated in this contract.*

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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