**Group Work Contract**

**Module Code:**

**Assignment Name:**

**TEAM MEMBERS**

|  |  |  |
| --- | --- | --- |
| **Team Members** | **Student Number** | **Role(s) – example (artist, programmer, etc)** |
| Pitsi Mpho Nkoana | ST10102652 | App Designer, Group Leader |
| Alphy Andre Chauke | ST10097490 | Project Manager, Debugger, Tester |
| Mukoko Henock Kiniki | ST10102962 | Programmer/Developer |

**Team Procedures** (​ with team consensus, complete the sections below)

1. Will there be regularly scheduled **team communication?** If so, identify the dates and times:

* **Yes**, Every **Mondays**, **Wednesday** and **Fridays** at **5pm**.

1. Preferred method of **communication**​ (e.g., e-mails, WhatsApp, Discord, etc.) to inform each other of team meetings, announcement, updates, reminders, problems, etc.:

* **WhatsApp**

1. When inquiries are made by members, what will be the **expected turn-around time**​ for responses from team-members? **24 Hours**

1. Identify what, if any, **time extensions**​ will be given to team members who do not meet their​ task due dates. Also identify at what point other team members will accept the additional task responsibilities from the offending team member, thereby, effectively REMOVING the member from the team: **24 Hours**

1. **Decision-making policy** (example: by majority vote?):​ **Majority votes**

**Team Expectations (review and discuss)**

**Expectations:** Team-based work assignments provide students with the opportunity to learn​ methods of collaboration to complete projects, interacting in much the same way as work environments. Therefore, team members must take very seriously their individual role and contribution to their team’s success.

* + - **RESPONSIVENESS:** Each member is expected to participate in agreed-upon​ group discussion/collaboration meetings (includes returning emails/phone calls promptly).
    - **TIMELINESS**:​ Each member is expected to complete their assigned tasks on or before the deadlines set by the group.
    - **QUALITY/QUANTITY**:​ Each member is expected to submit work in the quantity and quality expected of the course. Any team members' final submissions requiring significant re-writes should be copied by team members and submitted with peer evaluations. The instructor may reduce the student’s points based on the seriousness of the lack of quantity or quality.
    - **COOPERATION:** Each member is expected to adhere to the decisions of the​ majority.
    - **ACCOUNTABILITY**:​ Members MUST on a timely basis make the instructor aware of members who are not adhering to team expectations.
    - **UNDERSTANDING**:​ Any questions concerning the group work expectations and point system must be discussed with the instructor PRIOR TO THE SUBMISSION OF THE ASSIGNMENT.
    - **ACCOUNTABILITY**:​ Under no circumstances will a student be able to pass an Assignment without being an active contributor in the assignment.

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

The consequences for failing to fulfil expectations can include:

* + - Removal from the team
    - A reduced grade on the team project for the offending member

**TASK ASSIGNMENT**

|  |  |  |
| --- | --- | --- |
| **Task Assignment** | **Member** | **Delivery Due date/time** |
| Research |  |  |
| Planning |  |  |
| Designing |  |  |
| Development |  |  |
| Testing |  |  |
| Reviewing |  |  |
| Deployment |  |  |
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* 1. *I participated in formulating the procedures and task assignments 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 suffer the consequences as stated in this contract.*
  4. *I understand that the project MUST be completed and submitted by the deadline. I further understand that members are expected to reassign tasks not completed by the originally assigned members to ensure that* ​*all the project components*​ *are submitted.* *E. I understand that the project MUST be submitted in its entirety.*

**GROUP CONTRACT SIGNATURES**

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| --- | --- | --- |
| **Group Member Name** | **Signature** | **Date** |
| Pitsi Mpho Nkoana |  | **23/08/2023** |
| Alphy Andre Chauke |  | ***23/08/2023*** |
| Mukoko Henock Kiniki |  | ***23/08/2023*** |
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