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TEAM CONTRACT

Team ID: 17   Project Title: SmartHome   Mentor(s):   Ramish Bhutto, Wenjie Zhao

1. **Team information and their roles (What are the convenient Belbin roles for you? Mention at least 2 roles)**

   The Belbin roles are Resource Investigator, Team-worker and Co-ordinator (the Social roles); Plant, Monitor Evaluator and Specialist (the Thinking roles), and Shaper, Implementer and Completer Finisher (the Action or Task roles) (refer to the link for a better understanding: https://www.belbin.com/about/belbin-team-roles)

Name of the Team member	Preferred roles (Belbin)	Reason to select your preference (Any special expertise on your preference?)	Grade expectations		Preferable day, time, and place to have extra meetings	Scrum Master (Week number)	Preferred method of communication for project discussion/informing any relevant updates to your team.
			Minimum grade	**Expected grade**			
1. Hein Huijskes	Monitor evaluator, coordinator	Experience in Back-end	6.0	8.0	Breaks / late on weekdays	8, 9	Email / discord / whatsapp
2. Julia van der Geest	Teamworker Monitor evaluator		5.5	8.0	During the week (during breaks), not on the weekends	4	Discord, Whatsapp
3. Ujjwal Dodeja	Shaper Plant Team Worker	Documentation and Requirements	6.0	8.5	Late on weekdays Self-study sessions	3, 10	Discord, Whatsapp
4.Jose Gavilanes	Plant	Java and Front-end	6.0	8.5	On weekdays on campus but online at night	6	Discord, whatsapp
5. Maouheb	Specialist	Experience	5.5	7.5	During the	2, 7	Discord, Whatsapp

| Bessi | Implementer | *in back-end and front-end programming.* | | | unsupervised project sessions Night sessions online | | |
| 6.Mengmeng Li | *team worker* | *Java and back-end* | *6.0* | *8* | *On weekdays on campus but online at night* | *5* | *Discord, Email /Whatsapp* |

2. Project Goals (Mention at least 5)

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What are your team goals for the project? What do you want to achieve? What skills do you want to improve or work?
Example:
- To gain knowledge in Python programming and Raspberry Pi.
- To develop a product that meets all the requirements.
- To gain experience on Raspberry Pi and in Programming Languages (such as Python).
- To develop and improve teamwork skills.
- To develop a fully functional project.

3. Team Expectations (Mention at least 3 for each of the criteria)

What do you expect from the team members for the a) Participation, b) Meetings, c) Communication, d) Conduct, and e) Conflict

a) Participation (What is your group planning for team participation?):
Example *As a project team:* *-We agree not to miss any meeting unless something is very important.*
-We agree to pay attention to each other and give a chance to all the members to speak and share their views.
-We agree to help each other with completion and in case of problems with the assigned tasks.
-We agree to try our best to equally participate in the project
-We agree to always respect the role of leader and the agreements in this contract.

b) Meetings (What is your expectation from the team for the team meetings?):
Example   *As a project team:*   *- We agree to come to the meetings 5 minutes before the allocated time.*
- We agree to prepare ourselves with the ideas, and the tasks to be done before the meeting.
-We agree to be punctual in each meeting we might have on campus
-We agree to be committed to acting as a team and helping my teammates whenever it is necessary.
-We agree that all team members must attend all official meetings. Or have a valid reason and have notified it before.

c) Communication (How do you communicate with each other? Any rules for communication?):

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Example   *As a project team:*   *-We agree to follow one/two online tools for communication. (List the name of those tools)*
-We agree to decide a venue and time for the physical meetings.
-We agree to follow two online tools for communication; namely Discord and Whatsapp
-We agree to respond to team communication quickly (within 2 days)
-We agree to communicate information about physical sessions clearly at least a day beforehand

d) Individual Accountability (What is your expectation level for each individual in your team for fulfilling team assignments, tasks, and accomplishing deadlines?):
Example   *As a project team:*   *-We agree that if a team member does not complete the assigned task in time without intimating us, this is their responsibility.*

-We agree to communicate our tasks within the team, and if possible we send reminders to each other to have a submission on time.
-We agree that everyone is responsible for finishing their own tasks in time
-We agree that anyone who is stuck asks the team for help before the deadline of their task
-We agree to invest as much time as the project requires of each team member

e) Conduct (How do you follow the degree of professionalism within the team and how do you manage if any of the team members doesn't follow the conduct or fails to fulfill expectations?):
Example *As a project team :* *-We will not tolerate rudeness in meetings as it affects the quality of the project.*
- In case a team member does not apply with the following rules we all agreed on, we warn them verbally, after this we hand out cards after consulting with group mentors.
-We will discuss the problems with the teammate and will assign extra work in case the reasons are not valid.
-We agree to be proactive team members
-We agree to express concerns about misconduct in a teammates' work or attitude.

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f) Conflict (How do you handle or how will you react to team conflicts?):
Example *As a project team:* *- We agree to discuss the entire team the problem and mutually find a solution.*
- We agree to discuss the problem with our mentor(s) and project coordinator if we couldn't identify the solution.
- We agree to first discuss any problems internally
- We agree to notify mentors or supervisors whenever a problem can't be solved within the team itself

- We agree to hand out red cards when we deem it necessary

4. Team Agreements (These are the final 10 commitments/rules for your team that you agreed on together and promise to follow these rules during the project, Course: Computer Systems, Module 5 (2021-22).

I undersigned, hereby declare that I have read, agreed, and accepted all the rules and commitments mentioned in this document and will try my best to follow these rules during the project, Course: Computer Systems, Module 5 (2021-22). If the rules are not being followed by us, we will bear the consequences as mentioned.

Commitments (C)	A signal on your commitments (Yes/No)						Team Member's Signature (Image)
	Maouheb Bessi	Julia van der Geest	Ujjwal Dodeja	Hein Huijskes	Jose Gavilanes	Mengmeng Li	
Example: *-As a team member I'll always be on time in all the meetings with the preparation and agenda in my mind.* *- As a team member I'll always give importance to*	Yes	Yes	Yes	Yes	Yes	Yes	

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ideas and show respect to all the members. *- As a team member I'll always be transparent with my team.*							
1.As a team member I promise to be honest, sincere, and respectful with my teammates	Yes	Yes	Yes	Yes	Yes	Yes	*17*
2. As a team member I promise to do my best for achieving the goal of the team and deliver things on time	Yes	Yes	Yes	Yes	Yes	Yes	*17*
3. As a team member I am committed to acting as a team and helping my teammates whenever it is necessary	Yes	Yes	Yes	Yes	Yes	Yes	*17*
4. As a team member I agree to always respect the role of leader	Yes	Yes	Yes	Yes	Yes	Yes	*17*
5. As a team member I declare that I have read, understood and accepted all aspects of this	Yes	Yes	Yes	Yes	Yes	Yes	*17*

contract							
6. As a team member I agree to act with integrity and not to commit fraud.	Yes	Yes	Yes	Yes	Yes	Yes	*1?*
7. As a team member I am committed to being open to dialogue and constructive criticism.	Yes	Yes	Yes	Yes	Yes	Yes	*1?*
8. As a team member I will not be more than 5-10 minutes late for every meeting (online/on campus) (except specific personal circumstances) (After this we start the meeting)	Yes	Yes	Yes	Yes	Yes	Yes	*1?*
9. As a team member I agree to address my concerns within the group before going to a superior	Yes	Yes	Yes	Yes	Yes	Yes	*1?*
10. As a team member I will be active in responding to communication	Yes	Yes	Yes	Yes	Yes	Yes	*1?*