

TEAM CONTRACT

Team Members:

- 1) Josh Allison
- 2) Jecca Arthur

Team Procedures

1. Communication Methods

(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:

- Discord
- Cell phone as backup
- Email

2. Contact information

- Josh Contact Information:
 - Discord: Josh Allison#3574
 - Phone/Text: (541) 870 - 6191
 - Email: allisonjm@my.lanecc.edu
- Jecca Contact Information:
 - Discord: Jecca Arthur#6260
 - Phone/Text: (805) 235-3511
 - Email: arthurj@my.lanecc.edu

3. Decision Making

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

- By consensus. If we have strong opposing perspectives, we will debate our stances with pros and cons and each make our case and evaluate to determine the best path forward.
- If all else fails, resort to flipping a coin/rolling a die.

4. 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?

- Agendas are set by the group before the meeting in question, based on the needs of the project.
- Members hold themselves responsible for staying focused during a meeting.

5. Record Keeping

Who will be responsible for recording & disseminating meeting records? How will such record be kept/accessed?:

- Josh Allison will assume responsibilities of record keeping.
- The method of record keeping will be using Jira Meeting Notes.

6. Asset Maintenance

How will your group store and update resources (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?

- We will use a shared GitHub repository to store and access project assets.
- We will both push code to and pull code from the shared repository to ensure that project assets are up-to-date.

Team Expectations

Team Participation

1. How will you ensure cooperation and equal distribution of tasks?
 - We will have standing weekly meetings during which we will work together on the project.
2. What will you do to make sure that all team members are participating in decision making?
 - Maintaining open dialogue and asking for input.
3. Strategies for keeping on task (task maintenance):
 - Use Jira and the agile process to have clearly defined goals for each meeting.
4. Who will be in charge of making sure things get done?
 - Each group member will assume responsibility for ensuring that progress is being made appropriately.

Personal Accountability

1. Expected individual attendance and participation:
 - Meeting times are determined by the group, so attendance is expected.
 - Unforeseen circumstances may disrupt this, but maintaining an open dialogue will resolve any conflict.
 - Members will be expected to participate and contribute to the project equally.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 - Members will share the responsibility for fulfilling team assignments working against time constraints and deadlines.
3. Expected level of communication with other team members:
 - In addition to the scheduled meetings, members will be expected to deliver sufficient communication in order to address any issues that arise.
 - A notification using one of the preferred communication methods for developments that occur outside of meeting hours is expected.

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:
 - The team will hold a meeting to discuss the infraction and determine how similar scenarios can be avoided in the future.
2. Describe what your team will do **if the infractions continue**:
 - If the infractions continue to occur and the team is unable to reach a resolution with team discussions, Brian Bird (instructor) will be notified.

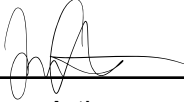
- *I participated in formulating the standards, roles, and procedures as stated in this contract.*
- *I understand that I am obligated to abide by these terms and conditions.*
- *I understand that if I do not abide by these terms and conditions, I will face the consequences as stated in this contract.*



Josh Allison

2/10/2022

Date



Jecca Arthur

2/10/2022

Date