

Team Contract

Our team will collaborate and create a team contract as part of the project initiation phase. The contract will be used as a guideline for making decisions, planning meetings, action plans and preferred method of communication. This team contract will create a sense of commitment and common values among the team members improving the team performance. The team contract will also define the procedures to follow in a meeting, participation and goals of the team members. The team contract will also be used as a reference for consequences of actions (or inactions) of the team members and how they will be accountable for their own performance.

Project Team Name: Team A

	Team Member Name	Email	Phone
1	Dikson Rajbanshi	diksonrajbanshi15@gmail.com	9813797049
2	Prasansa Dahal	prasansadahal17@gmail.com	9869729145
3	Susan Khatri	susankhatri.1972@gmail.com	9860881252
4	Surya Shrestha	shresthasurya92@gmail.com	9865654218
5	Alok Raj	rajlok74@gmail.com	9821862425

A. Team Structure:

1. Leadership structure:

The team has come to a consensus to follow an individual leadership structure.

2. Decision-making policy:

For the project, the team has arrived at a common point that the decisions will be made by consensus.

3. Who is the team Recorder/Documentation Manager/Maintainer of team activity?

Prasansa Dahal is the team recorder.

Dikson Rajbanshi is the document manager.

Alok Raj is the maintainer of team activity.

4. Day, time, and place for regular team meetings:

Regular team meetings will be held every Wednesday and Friday after class. These meetings will be held at the college from 9:00 a.m. to 10 a.m. If required, an additional virtual meeting will be held every Monday from 7:00p.m. to 7:30 p.m. to discuss emergency agendas.

5. Usual method of communication:

The team will use Slack for communication.

B. Team Procedures:

1. Method for setting and following meeting agendas:

The team leader (Dikson Rajbanshi) will be responsible for creating the meeting agendas for regular team meetings. The team agenda will be shared among the team members using Slack 1 day prior to the meeting.

In the case of emergency meetings, the agenda will be set as per the requirement of the meeting at least 6 hours prior to the meeting by the team leader (Dikson Rajbanshi).

The team will be reminded to attend the meeting 1 hour prior to the specified meeting time through Slack.

Susan Khatri will be responsible for the team following the agenda during a team meeting.

2. Method of record keeping:

Prasansa Dahal will be responsible for recording and disseminating action. The actions will be disseminated during the team meetings or later through Slack, if needed. The actions will be distributed to each of the team members by the team leader with the consensus of the team members. The agendas and actions will be stored as a part of the meeting note stored in Google Drive.

3. Procedures in the absence of a team member:

In the case of regular meeting on Wednesday and Friday, all the team members must show their participation. Failure in participation is only accepted in extreme cases like medical emergencies.

In the case of emergency meetings, only relevant members may show participation in the meeting. But all the team members must be up to date on the meeting agendas and actions performed through the meeting documents shared.

Non-participation in the meetings will result in the member facing constructive criticism from other team members. They may also be subject to additional work as per the severity of the meeting.

Persistent non-participation will lead to the member being in a probationary status or possibly removal from the team after discussion among other team members. While on probation, the team member must write an explanatory note for his/her non-participation and show commitments he/she is willing to do for the team.

C. Team Participation:

6. Strategies to ensure cooperation and equal distribution of tasks:

All the team members are expected to come forward with their skillset in group discussions. According to their skillset, the tasks will be distributed to the team members during team meetings or by the team leader in emergency situations.

The team members will keep each other in contact and ensure that an individual is not overloaded with tasks. Should this situation arise, the individual in question is expected to discuss this with the team so that it can be handled appropriately.

7. Strategies for encouraging/including ideas from all team members:

The team members will submit ideas that they deem important or relevant to the project. These ideas will then be discussed in the next team meeting and final decisions will be made through consensus among the members.

8. Strategies for keeping on task:

The team members will be reminded of the importance of the project. Regular team meetings will be held twice a week to discuss the tasks assigned to everyone. Furthermore, the Implementor will keep the team members up to date with the project outline to focus on the outcome of the project.

D. Personal Accountability:

1. Expected individual attendance, punctuality, and participation at all team meetings:

All the team members must participate in the team meetings on time. Non-participation or late participation must be explained with appropriate reasons. Failure to do so will lead to punishment according to the importance of the meeting.

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

All the team members are expected to complete assignments they are assigned to within the due date. Any difficult or unforeseen obstacles that prevents task completion must be shared with the team so that it can be handled accordingly.

3. Expected level of communication with other team members:

The team members are expected to be open, share their ideas and be willing to listen to new ideas and opinions. Everyone must follow the information shared within Slack and Trello to stay up to date with the progress of the team.

4. Expected level of commitment to team decisions and tasks.

The team members are required to stick to the team decisions made and follow up with the tasks assigned to everyone. Any issues or problems with the team decisions or the task assigned must be discussed during the team meetings or shortly after so that prompt actions can be discussed and be acted upon.

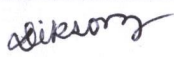
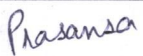
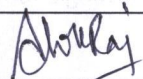


E. Consequences of breach of contract:

Any member who deviates from the Team Contract will be given an excuse for the first time. The infraction will be discussed in an effective and positive way. Any further infringements of the contract will lead to a final warning before possibly being removed from the team in seven weeks.


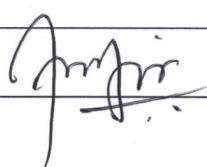
F. Certification by team members:

In appending your signatures below, you are stating that:

- a) You participated in formulating the standards, roles, and procedures of this contract;
- b) You have agreed to abide by these terms and conditions of this contract;
- c) You understand that you will be subject to the consequences specified above and may be subject to reduction in overall grade in the event that you do not fulfil the terms of this contract.

Name	Dikson Rajbanshi		
Signature		Date	02/26/2020
Name	Prasansa Dahal		
Signature		Date	02/26/2020
Name	Alok Raj		
Signature		Date	02/26/2020
Name	Surya Shrestha		
Signature		Date	02/26/2020
Name	Susan Khatri		
Signature		Date	02/26/2020

G. Acceptance of contract by tutor:

Name	Mr. Rohit Raj Pandey		
Signature		Date	02/26/2020
Name	Mr. Arun Lal Joshi		
Signature		Date	02/26/2020