# Team Contract

*A Team Contract is a document prepared by each team as part of the project initiation phase. Team members should be held accountable and responsible for their own actions. Your team will develop their own "rules of engagement" through development of a Team Contract. This contract provides an opportunity for your team to specify preferred methods of communication, action plans, meeting schedules, goals, and consequences of actions (or inactions) of team members. This document is for your team so feel free to tailor it to your team’s needs.*

*Delete all shown in italics for your own 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 for 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:

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| --- | --- | --- | --- |
|  | 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 *(individual, individual with rotating leadership, shared)*:

Individual

2. Decision-making policy *(by consensus? by majority vote?)*:

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 *(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?)*:

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

In the case of emergency meetings, the agenda will be set as per the requirement of the meeting at least 6 hours before 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.

2. Method of record *keeping (Who will be responsible for recording and disseminating actions? How and when will the actions be disseminated? Where will all agendas and actions be stored?)*:

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 meeting noted in the 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 should show their participation. Failure in participation is only accepted in extreme cases like medical emergencies.

In the case of the 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 the 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 the 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:

7. Strategies for encouraging/including ideas from all team members *(team maintenance)*:

8. Strategies for keeping on task *(task maintenance)*:

## D. Personal Accountability:

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

All the team members will be expected to participate the team meeting on time. The team members should

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

3. Expected level of communication with other team members:

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

## E. Consequences of breach of contract:

*What procedures and penalties do you wish to implement in the case of team members who deviate from your Team Contract? You will be asked to complete Peer Assessment to formally communicate effort expended by individuals, but what will you do as issues emerge?*

## 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 fulfill the terms of this contract.

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| --- | --- | --- | --- |
| Name |  |  |  |
| Signature |  | Date |  |
| Name |  |  |  |
| Signature |  | Date |  |
| Name |  |  |  |
| Signature |  | Date |  |
| Name |  |  |  |
| Signature |  | Date |  |
| Name |  |  |  |
| Signature |  | Date |  |

G. Acceptance of contract by tutor:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
| Signature |  | Date |  |